



West Valley - Mission

Community College District

CLASS SPECIFICATION

BUYER

Classified Position (Non-Exempt Status)

Classified Office, Technician & Business Services Salary Schedule – Range 61

DEFINITION

To perform purchasing activities in compliance with district policies; to source and research potential vendors; and to provide technical support to district personnel in the formal bidding process.

DISTINGUISHING CHARACTERISTICS

This is the journey level in the single level Buyer class. Employees at this level receive only occasional instruction or assistance as new, unusual or unique situations arise and are fully aware of the operating procedures and policies within the work unit.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Supervisor, Purchasing.

May exercise technical oversight over administrative support staff.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Coordinate and obtain quotes for furniture, equipment, and services.

Prepare purchase orders, requisitions, contracts, invoices, and receipts for a variety of district construction and other projects.

Develop bid specifications and schedules; coordinate bid openings.

Research sources of supplies, materials, equipment, and services; solicit quotes and bids; negotiate vendor contracts.

Coordinate the disposal of surplus items and equipment; post items on public auction website.

Build and maintain positive working relationships with co-workers, other district employees, and the public using principles of good customer service.

Foster an environment that embraces diversity, integrity, trust, and respect.

Be an integral team player, which involves flexibility, cooperation, and communication.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles and practices of purchasing and contracting methods.

Modern business practices.

Vendor development including negotiating, communicating, and product analysis.

Applicable sections of the Education Code and Public Contracts Code.

Negotiation skills and contract language.

Relevant financial software programs.

Ability to:

Apply, explain, and interpret district purchasing policies and regulations.

Analyze data related to price, terms, availability, and delivery of goods and services; make recommendations concerning district purchases.

Expedite and resolve purchasing problems.

Research sources of materials, supplies, equipment, and services for a large public agency.

On a continuous basis, know and understand operations, and observe safety rules. Intermittently analyze reports and specifications; identify and locate equipment and supplies; interpret policies and regulations; remember equipment location; and explain jobs to others.

On a continuous basis, sit at desk for long periods of time; perform simple and power grasping, pushing, pulling, and fine manipulation; use telephone; write or use keyboard to communicate through written means; and lift or carry weight of 25 pounds or less.

Prepare product specifications and contracts.

Establish, maintain, and compile accurate records and reports.

Use sound judgment in recognizing scope of authority.

Operate and use modern office equipment including computers and applicable software.

Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.

Utilize appropriate safety procedures and practices for assigned duties.

Communicate effectively orally and in writing.

Relate effectively with people of varied academic, cultural, and socio-economic backgrounds using tact, diplomacy, and courtesy.

Establish and maintain effective, cooperative, and collaborative working relationships with others.

Experience and Education

Any combination of experience and education that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience:

Two years of responsible purchasing experience.

Education:

Equivalent to an Associate's degree from an accredited college with major coursework in business, general education, or a related field.

EEO Category: Professional Non-Faculty

Date Approved: July 1, 2017