

Citrus College

Position Description

Position: Buyer	Position Number:
Department/Site: Purchasing	FLSA: Non-exempt
Evaluated by:	Salary Range: 35

Summary

Performs specialized technical duties associated with the purchase, delivery, and quality of supplies, equipment and services. Facilitates competitive bid processes, maintains vendor relationships, and assists with inventory control, fixed asset accounting, and warehousing.

Essential Duties and Responsibilities

- Receives and reviews requisitions. Requests quotations and bids. Compares and analyzes quotations and recommends awards on quotations. Ensures product compliance with bid requirements.
- Interviews vendors for sources of supply, prices, product information, new products, standards and service record. Researches price, quality, and availability of materials.
- Researches and prepares lists of vendors, professional associations, advertising sources, and other categories to support the bid announcement process. Maintains relationships with vendors. Creates and maintains vendor files containing contact information, delivery, cost, and quality performance, and other information to support purchasing.
- Reviews and discusses requisitioned goods and services listed with requestors. Researches products, prices, delivery and other factors, and selects optimal vendors. Works with requestors to make changes or correct errors to requisitions, verify compliance with District policies and specifications, then forwards for preparation of purchase orders.
- Contacts vendors for the purchase of equipment, goods, and services, negotiating price, quantity, quality, and delivery within authority limitations. Procures urgent materials through the most effective means, considering quality, availability, cost, delivery time, and probability of continued support.
- Tracks the status and handling of outstanding orders made to vendors either by way of internet or direct contact. Assures proper timing on release of orders per purchase order.
- Assists with the development and interpretation of policies and procedures for purchasing and warehousing.
- Maintains up-to-date knowledge of a computer-aided purchasing system. Orients others to its use and features, and troubleshoots basic problems, and assisting technology staff with resolving systems problems.
- Initiates 'calls-for-bids'. Prepares and assembles bid packages for approval. Discusses bid items with prospective bidders to gather information, as necessary, to write bid specifications.
- Prepares legal advertisements for bids and arranges for publication and mailing. Receives and evaluates bids.
- Prepares, from standing procedures and instructions, contract documents, purchase orders, and special documentation for bonds, insurance, etc. Ensures proper authorizations before distribution.
- Assists with fixed asset (capital and inventory) management, and accounting. Participates in establishing cost and product life standards for inclusion into the fixed asset accounting. Identifies and selects appropriate equipment/item(s) to be included.
- Assists with determining and assuring adequate levels of inventory and reorder points for supplies and other items used on a regular basis throughout the District. Participates in year-end inventories by input and reconciling of recorded versus physical differences. Documents transactions in order to support annual audits.
- Assists with inventory and disposition of surplus property, processing necessary forms and documentation.
- May assist with oversight of a centralized warehouse. Assists with monitoring receipt of equipment, goods, and services as well as return of items. Monitors paper flow to ensure that documentation is routed to and through the proper steps.

- Does layouts and floor plans for new furniture and assists the end user with their furniture needs.
- Prepares reports and presentations as needed.
- Performs other duties as assigned that support the overall objective of the position.

Qualifications

Knowledge and Skills

Requires in-depth knowledge of procedures used in contracting for and purchase of equipment, furniture goods, and supplies.

Requires a working knowledge of the specification development process.

Requires a working knowledge of special computer-aided purchasing and purchase order systems related to fixed assets (capital and inventory) receiving and scheduling, as well as office productivity software, proprietary business software used by the District, and the internet.

Requires a working knowledge of inventory management, including economic reorder points, accounting and inventory.

Requires in-depth knowledge of modern office methods, practices and equipment pertinent to purchasing.

Requires well-developed skill using the English language, grammar and spelling, punctuation, proofreading/editing, to prepare bid documents and professional correspondence and reports.

Requires sufficient communication skills to convey technical information to other departments and vendors.

Abilities

Requires the ability to perform all of the essential duties of the position effectively and efficiently with minimal supervision.

Must be able to prepare technical bid documents from established formats and instructions.

Must be able to plan and prioritize work to meet schedules and timelines.

Requires the ability to use a personal computer to access and enter information onto established data entry screens, format and produce computer-generated and typewritten documents, and research information stored on databases or internet.

Must be able to troubleshoot purchasing system problems.

Must be able to learn, interpret and apply rules, policies, and procedures affecting District purchasing operations.

Must be able to maintain detailed and accurate records.

Must be able to communicate professionally and courteously with contacts in-and-outside of the District.

Physical Abilities

Incumbent must be able to function indoors in an office environment engaged in work of primarily a sedentary nature.

Requires ambulatory ability to sit for extended periods of time, to utilize microcomputers and peripheral equipment, accomplish other desktop work, and to move to various campus locations.

Requires the ability to use near vision to read printed materials.

Requires auditory ability to carry on conversations in person and over the phone.

Requires the ability to retrieve work materials from overhead, waist, and ground level files.

Requires sufficient strength to lift, push, pull, and guide medium weight materials up to 50 pounds on an occasional basis.

Requires manual and finger dexterity to write, use a pointing device and keyboard at an advanced rate, operate microcomputer, and to operate other standardized office equipment, almost constantly requiring repetitive motions.

Education and Experience

Requires three years of progressive experience in a purchasing or distribution environment that involves contract administration, vendor selection, buying of items for recurring use, and inventory control.

- **Licenses and Certificates**

May require a valid driver's license.

- **Working Conditions**

Work is performed indoors where minimal safety considerations exist. May include work outdoors and in a warehouse setting with some exposure to safety considerations.