

Citrus College

Position Description

Position: Buyer, Senior	Position Number:
Department:	FLSA: Non-exempt
Reports to:	Salary Range: 43

Summary

Coordinates purchasing services by acting as a senior-level buyer for the District. Performs specialized and technical duties associated with the purchase, delivery, and quality of supplies, equipment and services. Facilitates open-to-buy and specific product and service contracts, and coordinates assigned activities with other departments, outside vendors and agencies and the general public.

Distinguishing Career Features

This is a professional position that serves as a partial team leader and as the District's senior-level buyer. Advancement to this position would be through promotion and require appropriate purchasing and inventory control credentials as described below.

Essential Duties and Responsibilities

- Assists the director by coordinating operational activities for the purchasing department as they relate to procurement of goods and services. Oversees the daily work volume in the purchasing department.
- Coordinates purchasing services with those of other departments and outside vendors and service providers. Employs an automated purchase order system to facilitate ordering of inventory.
- Coordinates purchasing activities with receiving, warehousing, file and account documentation, and distribution of purchased items. Periodically reviews trends in material and supply usage. Adjusts re-order points and cycles to comply with needs.
- Working with all departments, develops uniformity and quality specifications for goods and services used by the District.
- Researches, contacts, and selects potential vendors to receive proposals for price, quality, and timeliness of delivery. Makes independent judgment on purchases up to authorized dollar limits and specifications. Recommends current and/or new vendors. Conveys delivery, inventory, and quality goals to vendors.
- Establishes and communicates patterns of supply and product usage so that vendors can anticipate needs and meet requirements. Learns vendor cycles and procedures to optimize delivery time.
- Procures urgent materials through the most effective means, considering quality, availability, cost, delivery time, and probability of continued support.
- Identifies opportunities for improving service delivery methods and procedures. Reviews with appropriate management staff. Implements improvements.
- Oversees and participates in developing and maintaining a directory of vendors. Pre-qualifies vendors based on price, service, quality, etc.
- Facilitates and prepares bid documents and requests for proposals. Works with department management and outside engineers or consultants to obtain specifications. Coordinates chronological activities connected with bid processes, including references. Ensures compliance with applicable laws, rules and regulations.

- Awards contracts to vendors based on successful bid and compliance with the District's purchasing policies, procedures, standards, and needs.
- Working with warehousing, plans, organizes, and coordinates the physical inventory of the District's fixed assets. Maintains the fixed asset inventory, including data entry, valuations, and reporting.
- Periodically studies information and document flow through the purchasing department. Suggests improvements that expedite decisions and purchasing activity.
- Performs other duties as assigned that support the overall objective of the position.

Qualifications

▪ Knowledge and Skills

The position requires specialized professional knowledge of purchasing and procurement programs. Requires in-depth knowledge of the bid specification development process. Requires a working understanding of warehousing and inventory control. Must have full awareness of regulations, policies, codes and laws applicable to the position. Requires a thorough understanding of college organization, operations, policies and objectives governing purchasing. Requires a working knowledge of special computer-aided purchasing and purchase order systems as well as office productivity software, proprietary business software used by the District. Requires a working knowledge of inventory management, including economic reorder points, accounting and inventory. Requires sufficient math skills to compute sums, fractions, decimals, averages, trends, and ratios. Requires well-developed communications skills to carry on price negotiations and convey technical concepts. Requires professional writing skills sufficient to prepare bid documents and specifications.

▪ Abilities

Requires the ability to organize and maintain programs for the successful operation of the department. Requires the ability to facilitate development of bid specifications and proposal review processes. Requires the ability to evaluate consumption and develop inventory re-order points. Must be able to learn, interpret and apply rules, policies, and procedures affecting college purchasing operations. Must be able to maintain detailed and accurate records. Must be able to establish harmonious and effective work relationships with departments and outside vendors. Must be able to perform mathematical computations. Must be able to write contract language.

▪ Physical Abilities

The position 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 40 pounds on an occasional basis. Requires manual and finger dexterity to write, use a pointing device and personal computer keyboard, and to operate other standardized office machines.

▪ Education and Experience

The position requires an Associates degree from an accredited college with major course work in purchasing, materials management, business administration, or a related field

plus six years of increasingly responsible purchasing, materials management, and distribution experience in a multi-site educational institution or similar public service agency. Alternatively, requires a Bachelors degree with at least two years in a purchasing or material management capacity. APICS or CPM certification is preferred.

- **Licenses and Certificates**

May require a valid driver's license.

- **Working Conditions**

Work is performed indoors where minimal safety considerations exist.