



Cañada College ♦ College of San Mateo ♦ Skyline College

GENERIC POSITION DESCRIPTION

BUYER

A Classified Position

[Grade 30 – Salary Schedule](#)

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A. General Statement

This is complex clerical work involved in central District processes related to the procurement of goods and services, including selection of vendors, volume buying, implementation of bid procedures, scheduling and coordinating deliveries, inventory, assessing availability and quality of goods and services, administering under direction district-wide procurement related tools such as procurement and gasoline cards, creation of purchase orders, creating and archiving documentation, and assisting the Senior Buyer as needed. Under general direction, the employee provides technical buyer information and facilitates purchasing of both goods and services to all District units. Public contact is extensive, primarily involving District and College staff at all levels and outside vendors for the purpose of exchanging product, procedural, timeline and workflow information. A moderate to high degree of independent judgment and creativity is required to select and apply appropriate policies and procedures to the resolution of frequent minor and occasional major problems that arise. Consequences of errors in judgment can be costly in terms of District resources, employee time and in public relations; however, supervisory controls limit the risk of serious errors. This position can direct the work of other staff and student assistants as assigned.

B. Duties & Responsibilities

The duties below are representative of the duties of the classification and are not intended to cover all of the duties performed by the incumbent(s) of any particular position. The omission of specific statements of duties does not exclude them from the position if the scope of work is similar, related, or a logical assignment to this classification.

1. Exchanges information with District and College staff, vendors, contractors, businesses and community organizations, as well as educational and government institutions regarding purchasing policies and procedures, assistance with vendor selections, pricing, shipping, returns, invoicing, bid timelines and item specifications
2. Serves as a liaison between the Colleges and District Office relative to purchasing procedures and policies
3. Attends professional development related meetings, workshops and other events to stay current on public procurement code and district policies and procedures. Occasional mandatory participation in select professional development conferences requiring travel outside the Bay Area. Willingness to pursue professional certifications in the procurement field.

4. Assists with presentations to College and District staff regarding purchasing policies, processes, and timelines and confers with supervisor and co-workers to improve customer service to the colleges
5. Uses a variety of computer software to produce and archive documents created by the purchasing process and to perform administrative tasks such as scheduling meetings and arranging meeting logistics.
6. Under direction, may administer district-wide procurement related tools such as procurement cards, gasoline cards, and contract management software
7. Research and document vendor information
8. Compose or review a variety of correspondence, memoranda, announcements, reports and other written materials as assigned
9. Reviews requisitions for accurate item description, quantity, tax, vendor, and compliance with purchasing policies
10. Confers with College and District Office staff to correct missing or inadequate information
11. Assists Senior Buyer with day-to-day purchasing functions as needed
12. Obtains competitive quotes, receives, checks and tabulates results of quotes; interviews, confers and corresponds with vendors and contractors regarding goods and services in conjunction with management and other staff; assists with planning timelines, staffing needs, procedures, and materials for bidding and other projects
13. Establishes and maintains an online and manual library of vendor resources and information
14. Performs other related duties as assigned

C. Requirements

1. Associate's degree in marketing, business administration, or a closely related field
2. Successful work experience of increasing responsibility that has included demonstrated skills in volume buying, specification development, securing and evaluation of bids, commodity pricing methods and discounts, and selection of various supply sources
3. Extensive public contact with people at various levels within an organization who are diverse in their cultures, language groups, and abilities
4. Excellent oral and written communication, including demonstrated skill in giving clear and concise instructions
5. Demonstrated advanced skills in composing business correspondence and other documents using Microsoft Office Suite software

OR

An equivalent combination of education and experience

D. Physical/Other Requirements

This classification requires visual comparison and acuity; attention to details; multi-tasking and work under deadline pressure; analysis and interpretation of data; tact, patience and sensitivity; possession of a valid California driver's license and the ability to drive a motor vehicle to off-site locations in order to perform

the essential functions, flexibility and adaptability to change; use of keyboard for extended periods of time, pushing, pulling, reaching, moving objects of moderate weight.

E. Knowledge, Skills & Abilities

1. Knowledge of the procedures used in procurement and volume purchasing, bidding procedures, vendor selection, pricing, invoicing, shipping and quality control and documentation
2. Knowledge of resources available to research and select vendors
3. Skill in use of the Microsoft Office Suite, Adobe Creative Suite, web-based content management systems software and internet tools to compose business correspondence and documents, develop spreadsheets, research, enter, modify, format and present statistical, financial and other data for reports.
4. Skill in exercising patience and persistence to obtain best value, competitive pricing
5. Skill in problem analysis and solving methods
6. Skill in effective written and oral communication skills (including correct English usage: grammar, spelling, vocabulary, and punctuation)
7. Skill in planning, project coordination, and evaluation
8. Skill in respectful, sensitive communication with people who are diverse in their cultures, language groups, and abilities
9. Skill in providing training to employees
10. Skill in working efficiently and accurately under deadline pressure
11. Ability to work effectively as part of a dynamic customer service team which maintains a standard of excellent customer service to internal and external customers in a variety of business situations

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