



Cañada College ♦ College of San Mateo ♦ Skyline College

GENERIC POSITION DESCRIPTION

SENIOR BUYER

A Classified Position

[Grade 34 – Salary Schedule 60](#)

A. General Statement

This is complex lead level work involved in a central purchasing department related to the procurement of goods and services, including preparation of formal bid documents, facilitation of the activities of the bid process, selection of vendors, volume buying, inventory, assessing availability and quality of goods and services, and routine to complex procurements for the entire District according to prescribed methods. Public contact is extensive, primarily involving District and College staff at all levels, outside vendors, contractors, outside business representatives, other educational institutions, and external auditors for the purpose of exchanging product, procedural, timeline and workflow information. A high degree of independent judgment and creativity is required to interpret policies and procedures, and to provide input into the resolution of frequent minor and occasional major problems that occur. 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. The Senior Buyer leads and trains 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 professional information with District and College staff, vendors, contractors, business representatives, 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. Develops and confirms product specifications and quality expectations and examines total cost of ownership
3. Develops and prepares bid specifications and RFP, RFQ, and RFB documents, analyzes bid results, and prepares reports related to the formal bidding process
4. 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.

5. Attends and conducts meetings and consults with College and District staff, vendors, and others to provide information about the bidding process, development of bid procedures, clarification of product specifications, finalization of contractual agreements, and collaborate on the resolution of problems
6. Administers and oversees administration of the procurement card program, including issuance and cancellation of cards and communications with cardholders and the bank
7. Administers and oversees administration of other districtwide procurement tools, such as reverse auctions, gas cards, or contract management software
8. Participates in and/or provides direction to staff on purchasing transactions requiring specialized technical knowledge or understating of specific commodities, materials, supplies, manufacturers, and District services
9. Analyzes and maintains inventory records and performs fiscal year close activities related to fixed assets and communicates with District external auditors on the fixed asset program
10. Administers surplus and records retention activities throughout the district, arranges for document shredding, and manages disposition of surplus through auctions and private sales
11. Reviews and issues purchase orders for complex procurements and cooperative purchasing agreements and audits and approve routine purchase orders prepared by staff
12. Uses a variety of computer software to research, enter, format, modify and retrieve data for special and regular reports, documentation, vendor files, trend analysis and presentations, and to perform administrative tasks such as scheduling meetings and arranging meeting logistics.
13. Composes and prepares correspondence and announcements to District staff
14. Analyzes data and systems available to retrieve desired information
15. Maintains online purchasing resource pages such as forms, purchasing policies, contracts library, training materials library, and other web-based resources
16. Develops training materials on purchasing procedures and delivers one-on-one or group training to districtwide staff
17. Participates in districtwide finance user groups, safety committee, and emergency operations committee
18. Performs other related duties as assigned

C. Requirements

1. Bachelor's degree in business administration or a closely related field
2. Successful work experience of increasing responsibility in purchasing and volume buying, specification development, securing and evaluation of bids, commodity pricing methods, and discounts and selection of various supply sources
3. Possession of a working knowledge of bidding, public contract code, and purchasing policies and procedures

4. Extensive public contact with people at various levels within an organization who are diverse in their cultures, language groups, and abilities
5. Excellent oral and written communication, including demonstrated skill in giving clear and concise instructions
6. Demonstrated advanced skills in composing business correspondence and other documents using Microsoft Office Suite software
7. Demonstrated skill in training, leading, and coordinating the work of others

OR

An equivalent combination of education and experience

D. Physical/Other Requirements

This classification requires oral and written communication, ability to analyze data, logical and sequential thinking, good memory, tact, patience, creativity and the ability to work closely in team settings with others, 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, and moving objects of moderate weight.

E. Knowledge, Skills & Abilities

1. Knowledge of accepted standards of, and resources for, purchasing and materials management and professional purchasing practice and conduct
2. Knowledge of District purchasing policies and procedures
3. Skill in written communications (including correct English usage, grammar, spelling, vocabulary, and punctuation)
4. 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
5. Skill in the use of spreadsheet and other software instruments to analyze trends and data and to report findings
6. Skill in project management
7. Skill in training, leading, and coordinating the work of others
8. Skill in oral communication, including public and persuasive speaking
9. Skill in respectful, sensitive communication with people who are diverse in their cultures, language groups, and abilities
10. Ability to strategically plan, organize, prioritize, and implement multiple-tasked projects with similar timelines and anticipated outcomes
11. Ability to multi-task and work on several different projects with similar timelines
12. Ability to understand the value of competition and exercise sound judgment to obtain the best price quote for the District in the purchase of a variety of materials, supplies, and equipment
13. Ability to work effectively as part of a dynamic customer service team which maintains a standard of

Senior Buyer (continued)

San Mateo County Community College District

excellent customer service to internal and external customers in a variety of business situations

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