



TITLE	CLASSIFICATION	SALARY GRADE/ASSIGNMENT
BUYER, SENIOR	CLASSIFIED	GRADE: O MONTHS:
BOARD POLICY REFERENCE: 2006/2007 CLASSIFICATION STUDY		Board Approved: 06/07

JOB DESCRIPTION:

Under minimal direction, perform difficult and complex technical duties related to the purchasing of services, supplies, and equipment in accordance with established policies and regulations; program, train users and administer the District purchasing software system; serve as lead worker to Buyers; may supervise the work of student assistants and short-term, non-continuing personnel; and perform related work as required.

SCOPE:

The Buyer, Senior programs and writes business rules within the Financial 2000 purchasing software system; trains users on the system; researches, evaluates and purchases services, supplies and equipment based on price, service, quality and warranty to meet the needs of the District; writes specifications, front ends for bid documents, and analyzes bid results; authorizes and signs purchase orders up to \$5,000; processes purchase orders and travel requests; proofs forms for completeness, risk management, and accuracy; verifies available funds and appropriateness of budget codes in accordance with District policy; prepares and maintains relevant District contract files.

DISTINGUISHING CHARACTERISTICS:

The Buyer, Senior is distinguished from the Buyer by the additional coordination duties and highly technical programming skills required; training, direction and coordination of the Buyers; the Senior Buyer is responsible for training, adding, deleting, programming and administrating the FI2K (Financial 2000) purchasing software and all users; the Senior Buyer is the lead worker in the Purchasing Office.

KEY DUTIES AND RESPONSIBILITIES:

Examples of key duties are interpreted as being descriptive and not restrictive in nature.

1. Serves as administrator, trainer, and programmer of the Financial 2000 Purchasing System.
2. Initiates bid/quote process for District for services, supplies and equipment; consults with users and outside consultants to develop specifications; performs bid analysis and makes recommendations regarding purchases; prepares and administers contracts, prepares bid documents and oversees the mailing and distribution process.
3. Prepares and processes purchasing forms such as purchase orders, honoraria and Independent Contractor requisitions; obtains proper documentation to assign and track vendor numbers; verifies budget codes and availability of funds.
4. Determines and develops appropriate sources of supply and maintains contact with vendors to stay current with trends, technologies, products and services.

KEY DUTIES AND RESPONSIBILITIES (CONT):

5. Reviews all travel requests from District personnel for completeness; evaluates requests, and processes purchase orders for travel and related activities within reasonable expense and department's budgets.
6. Reviews all requests for removal and disposal of surplus items via donation, auction etc.; reconciles stores inventory; maintains archived District Records Retention Program in accordance with Public Education Code.
7. Maintains complex central filing system for all District contracts in accordance with District policies, Public Contract Code, and state regulations; interprets contracts for appropriate language and formats. Prepares monthly reports for Board of Trustees.
8. Maintains and reviews all necessary insurance certificates for District automobiles, general liability, workers' compensation etc.); maintains Department of Motor Vehicles Records for District.
6. May be responsible for and specialize in a specific commodity such as furniture, stockless stores, construction projects, medical and/or technical equipment, etc. Responsible for research and response to educational and operational requirements of the District.
7. Resolves problems and issues arising from purchase of services, supplies and equipment with internal and external clients.
8. Serves as lead worker to Buyers.
9. Supervise and train student assistants and short-term, non-continuing employees.

EMPLOYMENT STANDARDS

ABILITY TO:

Learn and interpret rules, regulations, and instructions; program, debug and write business rules within FI2K as well as train other users; write specifications, front ends for bid documents, and analyze bid results; analyze and understand, negotiate and administer legal contracts and forms; perform detailed work related to purchasing with judgment, accuracy, confidentiality and speed; maintain and prepare records, files and reports; communicate effectively in English; follow and give oral and written directions; supervise student assistants and short-term, non-continuing employees; interact with the public in a helpful, courteous and friendly manner; establish and maintain effective working relationships; demonstrate sensitivity to, and respect for, a diverse population.

KNOWLEDGE OF:

Programming languages such as Visual Basic and C languages used in FI2K and Boolean Algebra; comprehensive understanding of the HP 3000 Mainframe and SQL Servers; Modern purchasing methods, procedures, specifications preparation and contract administration; complex purchasing software, such as Financial 2000; Uniform Commercial Code, Education Code, Government Code, Public Contract Code, Civil Code and case law regarding these codes; methods and techniques utilized in analyzing the quality of services, supplies, and equipment; sources of purchasing information; budgets and revenue control; modern office methods and equipment; operation of personal computer software programs including word processing and spreadsheet tools.

Preferred additional knowledge: Occupational Health and Safety Act, and Drug Enforcement Administration regulations.

MINIMUM QUALIFICATIONS:

Candidates/incumbents must meet the minimum qualifications as detailed below, or file for equivalency. Equivalency decisions are made on the basis of a combination of education and experience that would likely provide the required knowledge and abilities. If requesting consideration on the basis of equivalency, an Equivalency Application is required at the time of interest in a position (equivalency decisions are made by Human Resources, in coordination with the department where the vacancy exists, if needed.)

Education:

Associate's degree; computer courses that include programming languages and/or business courses.

Experience:

Three years experience in purchasing a variety of general and specialized items, contract administration, shipping and receiving, and basic accounting, preferably for a public entity. Experience in programming computers.