

MT. SAN ANTONIO COMMUNITY COLLEGE DISTRICT

SALARY SCHEDULE: A

SALARY RANGE: 88

CLASS TITLE: SENIOR BUYER

BASIC FUNCTION:

Under supervision, the Senior Buyer is responsible for performing a variety of duties related to the acquisition of supplies, equipment and services in accordance with established purchasing policies, procedures and guidelines. The Senior Buyer may provide occasional work direction to clerical and hourly support employees. The Senior Buyer is responsible for receiving purchase requisitions, obtaining quotations, coordinating bids, issuing purchase orders, expediting purchase orders, and completing special projects as directed.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Determines sources of supplies, equipment and services; performs quality, value, and cost analyses; receives and reviews requisitions; contacts appropriate vendors; obtains price quotes, methods of procurement and related data to complete purchase orders; prepares purchase orders for authorized signatures.

Expedites purchase orders and requisitions within established procedures; follows up on late orders; forwards orders for payment upon receipt and approval.

Assists in preparing bid openings; prepares bid specifications; analyzes bid terms and conditions; interviews vendors regarding purchases and bids; evaluates bids received and recommends award.

Provides information and assistance to staff regarding the status of purchases.

Investigates and responds to complaints regarding condition and quality of merchandise; follows up on damaged or incorrect merchandise and duplicate orders.

Prepares and maintains a variety of records, files and reports related to purchasing activities; assists in the preparation of contracts and maintenance agreements.

Contacts vendors to coordinate the repair of merchandise; obtains price estimates and arranges for merchandise pick up and schedules repairs.

Establishes and maintains effective relationships with outside vendors and sales representatives.

Provides assistance to other purchasing personnel as required.

Learns and applies emerging technologies and advances as necessary to perform duties in an efficient, organized and timely manner.

Processes requests for business cards for College staff.

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Receives complaints and assists in resolution; answers questions and gives information regarding department procedures and regulations.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

District operations, policies and procedures

Purchasing principles, practices and procedures

Methods and procedures used in the purchase of supplies, equipment and services

Modern office practices, procedures and equipment

Interpersonal skills using tact, patience and courtesy

ABILITY TO:

Effectively purchase a variety of supplies, equipment and materials

Learn and interpret laws, rules and regulations affecting District supplies and equipment

Analyze situations accurately and adopt an effective course of action

Use various software applications e.g., Microsoft Excel, Microsoft Word, Banner

Operate a variety of office equipment such as computer, calculator, copier, etc.

Make arithmetic calculations quickly and accurately

Prepare and maintain records, files and reports

Plan, organize and prioritize work

Meet schedules and time lines

Understand and follow oral and written directions

Communicate effectively orally and in writing

Establish and maintain effective working relationships with others

EDUCATION AND EXPERIENCE:

High school diploma or equivalent, supplemented by college coursework in business administration, procurement, contract law or related field. Minimum three (3) years increasingly responsible purchasing buyer experience, preferably in purchasing for a public entity.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor work environment.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.

Seeing to read a variety of materials.

Hearing and speaking to exchange information.

Sitting for extended periods of time.

Ability to lift 25 pounds.