

**MT. SAN ANTONIO COLLEGE**

Human Resources

**REQUEST TO FILL - STAFF and ADMINISTRATIVE POSITIONS****\*\*This form is used to gain approval prior to recruiting for a position.****Instructions for completing this form are located on the back.**Position: BuyerDepartment: Purchasing, Printing and Mail ServicesTime (FTE): 100% Term (months/year): 12Work Schedule (Days, Hours): Monday - Friday 8:00 - 5:00 PMSalary Schedule (Range): CSEA 262 Range 79Background and Rationale (use back of form if additional space is needed): Vacancy of Buyer position due to retirement of Sandi Horn.Please see completed retirement form attached.Please list any changes in the budgeted position as described above (i.e., title, time, term, etc.). N/APlease list the Account Number(s) and Budget Amount(s) that is/are being used **to fund** this Position. **This section MUST be completed in order to provide budget for the position.**Account Number(s): 11000 640000 211000 677000 -2100100 % Amount \$ 102,028

Account Number(s): \_\_\_\_\_

% Amount \$ 99,845**Funding:** (check all that apply) ☒ General Fund Unrestricted ☐ Restricted Funds ☐ Categorical ☐ Grant ☐ Temporary  
☐ Annual renewal of this position is contingent upon the College's receipt of continued funding**Duration (if grant/temporary funded):** Beginning date: \_\_\_\_\_ End date: \_\_\_\_\_**Comments:** \_\_\_\_\_**Signatures:**[Signature]  
1. Requesting Manager Signature11/4/2022  
Date[Signature]  
2. Division Vice President SignatureNov 7, 2022  
Date[Signature]  
3. Chief Compliance/Budget Officer Signature11/23/22  
Date[Signature]  
4. Human Resources Signature11/30/22  
Date[Signature]  
5. Vice President, Human Resources12/01/2022  
Date☒ Funding available ☐ Funding not available Position Number: CA9873 Contract Number: \_\_\_\_\_**Comments:** \_\_\_\_\_**Reviewed by President's Cabinet, the following action was taken on the above request:**☒ Approved to fill immediately ☐ Denied ☐ ModifiedIf position **does not have funding**, provide funding directions: \_\_\_\_\_

Rationale: \_\_\_\_\_

[Signature]  
6. Signature of President/CEODecember 6, 2022  
Date

## **BUYER**

### **DEFINITION**

Under general supervision, performs responsible purchasing and procurement work, including purchasing a variety of services, materials, supplies, and equipment according to District purchasing policies and practices and requisition specifications; interviews suppliers, obtains prices, quotes, product information, and technical data for review by the Director, Purchasing.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from the Director, Purchasing. Exercises no supervision of staff.

### **CLASS CHARACTERISTICS**

This is the journey-level class in the Buyer series. Incumbents perform the full range of departmental purchasing and procurement activities and programs. Responsibilities require the use of tact, discretion, and independent judgment. Incumbents at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. Successful performance of the work requires thorough knowledge of governmental procurement practices and procedures, purchasing, and formal and informal bid processes. This class is distinguished from the Senior Buyer in that the latter is responsible for more complex and higher-level purchasing functions, often requiring larger dollar amounts and complex formal bids and requests for proposals, and exercises a higher level of discretion and independent decision-making.

### **EXAMPLES OF ESSENTIAL JOB FUNCTIONS (Illustrative Only)**

1. Procures services, supplies, materials, and equipment for the operation of the District, ensuring that all procurement policies, applicable purchasing practices and standards, and bid processes are met.
2. Reviews, examines, and processes requisitions, purchase orders, insurance certificates, and other related documents to ensure compliance with established purchasing procedures, and to confirm funding availability.
3. Provides information and guidance to District divisions/departments regarding their purchasing needs and specifications for services, supplies, and equipment.
4. Prepares financial analyses and cost comparisons to determine the cost-effectiveness of acquiring equipment and services for the District.
5. Obtains quotes for stock and special order items; researches availability, quality, and price of services, equipment, and supplies.
6. Maintains general office supply standing purchase orders for the District.
7. Evaluates available products and services from various sources; and develops procurement solutions.
8. Coordinates procurements with District departments to meet needs within available budgets.
9. Completes, reviews, and/or approves procurement documentation.
10. Compiles product requirements and specifications and obtains verbal or written bids, reviews bids; makes recommendations regarding the selection of vendors; maintains related files.
11. Maintains good working relationships with vendors/contractors; assists in resolving discrepancies and disputes; maintains related files and databases.
12. Follows up on completing and receiving outstanding purchase orders.
13. Receives and responds to inquiries from other employees and vendors regarding procurement policies and procedures.
14. Prepares and distributes purchasing reports to individual District divisions/departments and the Director, Purchasing.

15. Performs general office/administrative work as necessary, including typing reports and correspondence, entering data into the computer and generating computer reports, backing up computer files, answering the telephone, copying and filing documents, sending and receiving faxes, assembling materials, etc.
16. Learns and applies emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.
17. Performs other related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

1. Modern principles, practices, and methods of public and governmental purchasing and procurement programs and processes and their application to District operations.
2. General principles and practices of data processing and its applicability to purchasing.
3. Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to District purchasing operations.
4. Principles and practices of business organization and public administration.
5. Practices and techniques of automated and manual financial document processing and record-keeping.
6. Modern office practices, methods, and computer equipment and computer applications, including word processing, database, and spreadsheet software.
7. English usage, grammar, spelling, vocabulary, and punctuation.
8. Techniques for providing a high level of customer service by effectively dealing with the public, vendors, students, and District staff, including individuals of various ages, disabilities, socio-economic and ethnic groups.

### **Skills Abilities to:**

1. Research and utilize data and information to achieve cost effective results.
2. Negotiate bids, purchase orders, and/or pricing schedules for services, supplies, and equipment.
3. Advise and explain purchasing policies, procedures, and standards.
4. Maintain accurate financial records and reports for informational, auditing, and operational use.
5. Interpret, apply, explain, and ensure compliance with Federal, State, and local policies, procedures, laws, and regulations.
6. Review and verify accuracy of data.
7. Prepare basic budgetary and financial analyses.
8. Make accurate arithmetic, financial, and statistical computations.
9. Enter and retrieve data from a computer with sufficient speed and accuracy.
10. Establish and maintain a variety of filing, record-keeping, and tracking systems.
11. Understand and carry out a variety of complex instructions in a responsible and independent manner.
12. Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
13. Operate modern office equipment including computer equipment and specialized software applications programs.
14. Use English effectively to communicate in person, over the telephone, and in writing.
15. Understand scope of authority in making independent decisions.
16. Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures.
17. Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**Education and Experience:**

*Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Equivalent to the completion of the twelfth (12<sup>th</sup>) grade supplemented by college-level coursework at a regionally accredited college in purchasing, business administration, business law, or related courses and two (2) years of procurement or purchasing experience, preferably in a public agency.

A purchasing certification obtained through an accredited institution may qualify incumbents for an increased pay grade.

**Licenses and Certifications:**

Incumbent may periodically be required to travel to a variety of locations. If operating a vehicle, employees must have the ability to secure and maintain valid California driver's license.

**PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, to operate a motor vehicle, and to visit various District and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds.

**ENVIRONMENTAL ELEMENTS**

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

Revised: 10/2021