
Position:	Lead Buyer	FLSA:	Exempt
Department/Site:	Purchasing	Salary Grade:	31
Reports to/Evaluated by:	Director of Purchasing	Salary Schedule:	Classified Management

SUMMARY

Coordinates purchasing services by acting as a senior-level lead buyer for the District. Performs specialized and technical duties associated with the purchase, delivery, and quality of supplies, equipment and services. Facilitates open-to-buy and specific product and service contracts, and coordinates assigned activities with other departments, outside vendors and agencies and the general public.

DISTINGUISHING CAREER FEATURES

This is a professional position that serves as a partial team leader, also serving as the District's senior-level Buyer. Advancement to this position would be through promotion and require appropriate purchasing and inventory control credentials as described below.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assists the Director by coordinating operational activities for the Purchasing department as they relate to procurement of goods and services. Oversees the daily work volume in the Purchasing department.
- Coordinates Purchasing services with those of other departments and outside vendors and service providers. Utilizes an automated purchase order system to facilitate department work functions.
- Coordinates purchasing activities with receiving, warehousing, file and account documentation, and distribution of purchased items. Periodically reviews trends in material and supply usage. Adjusts re-order points and cycles to comply with needs.
- Working with all departments, develops uniformity and quality specifications for goods and services used by the District.
- Researches, contacts, and selects potential vendors to receive proposals for price, quality, and timeliness of delivery. Makes independent judgment on purchases up to authorized dollar limits and specifications. Recommends current and/or new vendors. Conveys delivery, inventory, and quality goals to vendors.

- Establishes and communicates patterns of supply and product usage so that vendors can anticipate needs and meet requirements. Learns vendor cycles and procedures to optimize delivery time. Follows trends impacting Global Economy.
- Procures urgent materials through the most effective means, considering quality, availability, cost, delivery time, and probability of continued support.
- Identifies opportunities for improving service delivery methods and procedures. Reviews with appropriate management staff. Implements improvements.
- Oversees and participates in developing and maintaining a directory of vendors. Pre-qualifies vendors based on State Department of Industrial Relations requirements, price, service, quality, etc.
- Prepares legal advertisements for bids and arranges for publication and mailing. Receives and evaluates bids on commodity and routine items and assists with reviews of items having technical specifications.
- Facilitates and prepares bid documents and requests for proposals. Works with department management and outside architects, engineers or consultants to obtain specifications. Coordinates chronological activities connected with bid processes, including references and contractor license verification. Ensures compliance with applicable laws, rules and regulations.
- Awards contracts to vendors based on successful bid and compliance with the District's purchasing policies, procedures, standards, and needs.
- Working knowledge of Education Code, Public Contract Code, Government Contract Code as well as State of California Prevailing Wage Requirements – applies and complies with code to perform job duties.
- Working with warehousing, plans, organizes, and coordinates the physical inventory of the District's fixed assets. Maintains the fixed asset inventory, including data entry, valuations, and reporting.
- Periodically studies information and document flow through the Purchasing department. Suggests improvements that expedite decisions and purchasing activity.
- Serves on behalf of the Director in his/her absence.
- Prepares formal bids in assigned categories including bids involving construction, maintenance, labor, materials and project contracts. Conducts pre-bid site walk-through and formal opening bids. Prepares and distributes bid specifications. Tabulates, review bid responses for bid law compliance and recommends bid awards. Prepares contract documents and maintains files.

- Prepares Board Agenda items.
- Performs other duties as assigned that support the overall objective of the position and department.

QUALIFICATIONS

Knowledge and Skills: The position requires working knowledge of procedures used in contracting for and purchase of equipment, goods, and supplies. Requires knowledge of the specification development process. Requires a working knowledge of special computer-aided purchasing and purchase order systems as well as office productivity software, proprietary business software used by the District, and the internet. Requires extensive working knowledge in Public Works (Construction) bid law processes, including contract language and bond requirements. Requires a working knowledge of inventory management, including economic reorder points, accounting and inventory. Requires in-depth knowledge of modern office methods, practices and equipment pertinent to purchasing. Requires well-developed skill using the English language, grammar, spelling, punctuation, proofreading/editing, to prepare bid documents and professional correspondence and reports. Requires sufficient communication skills to convey technical information to other departments and vendors. Requires working knowledge of District organization, operations, policies and objectives governing purchasing. Requires sufficient math skills to compute sums, fractions, decimals, averages, trends, and ratios.

Abilities: Requires the ability to carry out the essential functions of the position. Requires the ability to set up and execute processes and procedures for developing bid specifications and bidding processes. Requires the ability to organize, prioritize, and maintain work load for the successful operation of the department. Requires the ability to use a personal computer to access and enter information onto established data entry screens, format and produce computer-generated and typewritten documents, and research information stored on databases or internet. Must be able to troubleshoot purchasing system problems. Must be able to guide the work activities of shared staff in a manner conducive to efficient customer service. Must be able to establish harmonious and effective work relationships with departments and outside vendors.

Physical Abilities: The position incumbent must be able to function indoors in an office environment engaged in work of primarily a sedentary nature. Requires ambulatory ability to sit for extended periods of time, to utilize microcomputers and peripheral equipment, accomplish other desktop work, and to move to various campus locations. Requires the ability to use near vision to read printed materials. Requires auditory ability to carry on conversations in person and over the phone. Requires the ability to retrieve work materials from overhead, waist, and ground level files. Requires manual and finger dexterity to write, use a pointing device and keyboard at an advanced rate, operate microcomputer, and to operate other standardized office equipment, almost constantly requiring repetitive motions.

Education and Experience: The position typically requires an Bachelor's degree from an accredited college with major course work in purchasing, materials management, business

administration, or a related field plus 3 years of increasingly responsible purchasing, materials management, and distribution experience in a multi-site educational institution or similar public service agency. Additional relevant experience may substitute for higher education.

Licenses and Certificates: May require a valid driver's license.

Working Conditions: Work is performed indoors where minimal safety considerations exist. May include work outdoors and in a warehouse setting with some exposure to safety considerations.