

Position:	Buyer II	FLSA:	Non-Exempt
Department/Site:	Purchasing	Salary Grade:	25
Reports to/Evaluated by:	Purchasing Director	Salary Schedule:	Non-Operations

SUMMARY

Under general supervision, performs advanced procurement duties associated with the purchase, delivery, and quality of supplies, equipment and services. Provides guidance to other purchasing and warehouse staff. Assists with fixed asset management program and facilitates competitive pricing and/or bid processes for construction projects. Maintains vendor relationships, and assists with inventory control and delivery scheduling.

DISTINGUISHING CAREER FEATURES

The Buyer II is the second level in a multi-tiered Purchasing career path. Advancement to Buyer II requires the ability to pre-screen vendors for price and service performance and analyze inventory trends to maintain adequate stock levels. Advancement to Buyer II is possible based on commodity assignments, specifically public works projects and a complete understanding of procurement codes that pertain to bidding construction projects, reflecting increasing responsibility and complexity. Requires ability to train others in addition to a combination of experience and education equivalent to an AA and/or 3-5 years of experience as a Buyer with some directly related coursework. Advancement to Senior Buyer requires five years as a Buyer II, the ability to serve as a team leader, and a professional certification.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- 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. Negotiates contracts and agreements for projects, services and supplies.
- Specializes in purchasing of assigned commodities. Assists in reviewing, revising and originating purchasing specifications. Initiates purchase orders and follows up to insure receipt of proper quality and quantity on specified dates.
- 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.
- Assists the Director by coordinating operational activities for the Purchasing department as they relate to procurement of goods and services. Serves as primary contact for district staff and outside vendors in absence of Director. May oversee entry and journey level staff.
- Establishes and communicates patterns of supply and product usage so that vendors can anticipate needs and meet requirements.
- Reviews and discusses requisitioned goods and services listed with requestors. Researches products, prices, delivery, other factors and selects optimal vendors. Works with requestors to

make changes or correct errors to requisitions, verify compliance with District policies and specifications.

- Procures urgent materials through the most effective means, considering quality, availability, cost, delivery time, and probability of continued support.
- Working with warehousing, participates, and may coordinate the physical inventory of the District's fixed assets.
- Facilitates and prepares bid documents involving labor, materials, project contracts, 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. Ensures compliance with applicable laws, rules and regulations.
- Prepares legal advertisements for bids and arranges for publication and mailing. Receives and evaluates bids on commodity and routine items; assists with reviews of technical specifications.
- Tracks the status and handling of outstanding orders made to vendors either by way of internet or direct contact. Assures proper timing on release of orders per purchase order and researches and resolves identified shipping discrepancies.
- Assists with the development and interpretation of policies and procedures for purchasing and warehousing and conveys information to other purchasing and warehousing staff to maintain compliance.
- Assists with determining and assuring adequate levels of inventory and reorder points for supplies and other items used on a regular basis throughout the District. Establishes reorder points. Participates in scheduled inventories by input and reconciling of recorded versus physical differences. Documents transactions in order to support annual audits. Assists with disposition of District surplus property, processing necessary forms and documentation.
- Oversees and participates in developing and maintaining a directory of vendors. Pre-qualifies vendors based on price, service, quality, etc.
- Performs other duties as assigned that support the overall objective of the position.

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 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.

Working Conditions: Work is performed indoors where minimal safety considerations exist.

Education and Experience: The position typically requires an Associates degree from an accredited college with major course work in purchasing, materials management, business administration, or a related field plus 3-5 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 on a two year for one year basis.

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