



Job Description

Job Title:	Senior Buyer	Job Code:	4141
Department:	Procurement	Grade:	J
Date:	August, 2003	FLSA:	Non-Exempt

The incumbent in this job is expected to assist the College in achieving its vision and mission. Customer focus, college service, and a willingness to assist as needed are expectations for all employees.

General Function:

Responsible for interpreting, administering and explaining state rules and regulations governing procurement activities for the College. Reviews College's purchasing contracts and resolves contract issues and legalities when necessary.

Characteristic Duties and Responsibilities:

1. Interpret and explain state laws, rules and regulations regarding procurement activities. Recommends appropriate budget transfers. Help resolve invoicing problems with Accounts Payable department. Liquidate encumbrances from purchase orders when payment is made.
2. Serves as Contract Administrator – review College contracts involving purchases. Communicate with vendors' legal departments to resolve contract issues and legalities. Execute and distribute documents, maintain contract files. Meets with sales representatives to establish guidelines.
3. Responsible for and exercises technical and functional supervision over Buyers in the presence and absence of the Supervisor.
4. Utilizes computer skills to input and retrieve data.
5. Confers with College departments to solve complex problems pertaining to procurement, accounting and general ledger.
6. Produces reports from College computer system and web-based bank program. Analyses data, provides information based on the analysis of the data in the report.
7. Serves as P-card Program Administrator. Updates P-Card manual semi-annually. Audits monthly records, solicits justifications, resolves issues with bank, coordinates filing and record retention, handles customer reporting from web-based systems. Trains faculty and staff. Maintains a high level of customer service and open communication.
8. Assists supervisor in conducting Datatel/Procurement training. Conducts e-Procurement training for faculty and staff at all campus locations.
9. Serves as back-up for Southwest Business office.
10. Serves as member of the Technology Team.

Reporting Relationships:

Direction Received: Reports to the Director Procurement.

Direction Given: Technical and functional supervision of Buyers.

The intent of this job description is to provide a representative summary of the essential functions that will be required of positions given this title and should not be construed as a declaration of specific duties and responsibilities of any particular position. Employees will be assigned specific job-related duties through their hiring departments. Specific job-related duties assigned by hiring departments shall be consistent with the representative essential functions listed above and shall not be construed as expanding a particular position's role, scope, FLSA status, or grade.



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Minimum Requirements:

Requires a high school diploma or GED and five years of relevant Accounting/Procurement work experience and/or education in Accounting/Procurement or a combination of experience and education totaling a minimum of five years. Procurement work experience and an Associate's Degree in Business are strongly preferred.

Knowledge, Skills, Abilities and Worker Characteristics:

- Knowledge of relevant College, county, state and federal rules, regulations and procedures. Knowledge of Uniform Commercial Code (UCC), Contract Law and Model Procurement Code (MPC).
- Ability to make sound judgments on the quality and availability of commodities.
- Up-to-date knowledge of market conditions, sources of supply and available commodities.
- Ability to communicate effectively, both orally and in writing.
- Ability to establish and maintain effective working relationship with peers, administration and outside contacts.
- Working knowledge of governmental budgetary policies and procedures and accounting principles
- Strong computer skills.
- Excellent customer service skills.

Working Conditions:

Occasional minor discomfort due to frequent usage of video display terminal.