



Job Description

Job Title:	Buyer	Job Code:	5506
Department:	Procurement Division of Campus Administrative Services	Grade:	I
Date:	Revised January 2005	FLSA:	Nonexempt

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 and administering state rules and regulations governing procurement of goods and services to determine the best pricing, most expedient delivery method and highest level of suitability of needs. Issues bids and awards, manages projects. Processes requisitions, researches products, selects vendors and maintains up-to-date product information files utilizing the internet and various software.

Characteristic Duties and Responsibilities:

1. Interprets and applies state, county and federal laws rules and regulations regarding procurement activities.
2. Advises end users on budget transfers and general ledger issues. Coordinates and resolves invoice problems with accounts payable personnel.
3. Researches and selects vendors according to circumstances. Evaluates vendor performance and makes recommendations. Meet with sales representative to establish guidelines, viability of vendors' abilities to perform in a satisfactory and equitable manner. Searches our alternate vendors or supplies when prior selections are inadequate to meet our needs or to avoid emergency situations.
4. Maintains bids and awards on state internet purchasing system; produces formal bids; conducts formal bid openings; analyzes bid data; processes bid awards; disseminates bid award information to the public.
5. Develops and analyzes reports to be used in completing daily work.
6. Follows up on back orders; expedites delivery of orders; makes special arrangements for deliveries; coordinates and resolves shipping and delivery problems with shipping and receiving personnel; communicates with department regarding disposition of arrangements.
7. Provides quality customer service in the form of daily communications and assistance to faculty, staff and vendors. Communicates with college, state, county and vendors on mutual concerns, customer service buying options and guideline updates.
8. Provides guidance to faculty and staff in preparing specifications and requisitions. Provides training on Datatel procurement functions, both one-on-one and in groups.
9. Maintains records on all cellular phone users; tracks rates, usage and billing to determine cost efficiency and savings.
10. Provides back up for cashiering operations
11. Attends seminars, conferences, meetings and workshops to updates skills and knowledge.
12. Other duties as assigned.

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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Reporting Relationships:

Direction Received: Reports to Supervisor Procurement

Direction Given: No authority or responsibility for the supervision of others, for project direction and/or program administration.

Minimum Requirements:

Requires a minimum of 3 years relevant work experience in Accounting/Procurement/Buying or education in this field beyond High School or a combination of at least 3 years experience and education. Procurement experience combined with an Associates Degree in Business is strongly preferred

Knowledge, Skills, Abilities and Worker Characteristics:

- Knowledge of applicable College, County, State and Federal rules, regulations and procedures. Knowledge of types of laws (law of agency, written law, etc.), Uniform Commercial Code, Contract Law and Model Procurement Code is helpful.
- Ability to analyze data and make sound judgment on the quality, equivalency and availability of commodities and services.
- Ability to communicate effectively, both orally and in writing. Ability to establish and maintain effective working relations with outside vendors and College personnel.
- Knowledge of Datatel administrative financial software is strongly preferred.

Working Conditions:

Typical office environment. May experience occasional minor discomfort from frequent use of a video terminal.