

SANTA CLARA COUNTY OFFICE OF EDUCATION
Personnel Commission

CLASS TITLE: Buyer, Senior

DESCRIPTION OF BASIC FUNCTION AND RESPONSIBILITIES

To perform technical and specialized buying and purchasing functions for the Santa Clara County Office of Education. Employees in this classification receive limited supervision within a framework of standard policies and procedures. Employees in this job class may direct and oversee the work of others. This job class participates in the establishment and maintenance of technical and specialized purchasing policies and procedures. This job class requires initiative, accuracy, and attention to detail, organizational skills, and the ability to focus on multiple tasks.

TYPICAL DUTIES *The following duties are examples of assignments performed by incumbents in this classification. It is not a totally comprehensive list of duties, nor is it restrictive regarding job assignments.*

Assists in the development, implementation, and enforcement of purchasing policies and procedures of the County Office of Education

Prepares, secures, and evaluates bids for capital equipment, supplies, and labor contracts; awards bids and quotes; may assist in the development of product specifications; tabulates and analyzes data to make award recommendations

Prepares bid specifications for labor contracts; conducts on site inspection and pre-bid conferences and verifies awarded bidder complies with established standards

Confers with a variety of vendors; provides information regarding Office purchasing policies and procedures; obtains information on products and services available; and evaluates for inclusion on bidder's list

Confers with departments; to determine needs, expedites orders and to advise on products availability

Responds to a variety of technical and procedural inquiries from departments, staff, vendors, and others

Assists in the negotiation and development of purchasing/service contracts

Provides purchasing assistance with County-wide cooperative buying projects

Evaluates new products offered by vendors; establishes and participates in the standards committee for the purpose of reviewing and testing products, and determining their acceptability

Receives and reviews requisitions for the purchase of materials, supplies, and equipment; verifies for proper authorization, complete descriptions, complete specifications, and proper account allocation; verifies the availability of funds; and contacts appropriate department for further information as needed

Operates a microcomputer, typewriter, printer, 10-key calculator, copier, and other peripheral equipment

Effectively uses purchasing information systems to retrieve and process purchase requisitions, assign purchase order numbers, and to input, edit, and retrieve related purchasing data

Monitors and documents vendor performance; establishes and maintains vendor files

Directs, leads, and oversees the work of other purchasing staff as assigned

In the absence of the supervisor or in emergency situations, may approve and/or sign for purchases within established guidelines

Reviews and verifies proper authorization for change and sub purchase orders

Prepares and establishes routine correspondence, records and related reports

Performs related duties as required.

EMPLOYMENT STANDARDS

Knowledge of:

Purchasing principles, practices, and terminology

Effective record-keeping principles and practices

Office methods, practices, procedures, and equipment

Microcomputer operations, word processing, and spreadsheet software application programs

Proper English usage including grammar, punctuation, spelling, and sentence structure

Ability to:

Interpret and apply applicable laws and regulations governing purchasing policies and procedures

Monitor current market conditions affecting price trends and availability of commodities

Develop, analyze, and evaluate requests, specifications, and contracts of a variety of goods, services, and equipment

Develop and evaluate sources of supply for goods, services, and equipment needed by the County Office of Education

Understand and carry out directions independently

Communicate effectively and tactfully in both oral and written form

Perform mathematical calculations with speed and accuracy

Direct and oversee the work of others

Operate standard office equipment including a microcomputer, typewriter, printer, 10-key calculator, copier, and other peripheral equipment

Effectively use on-line financial and purchasing systems as well as word processing and spreadsheet software application programs

Establish and maintain effective work relationships with those contacted in the performance of required duties.

EDUCATION AND EXPERIENCE

Generally, any combination of education and experience that could provide the required knowledge and abilities is qualifying. A typical method of demonstrating these qualifications would be: A Bachelor's degree with a major preferably in Business Administration, Accounting or a related field and a minimum of two years of increasingly responsible experience as a Buyer, preferably in a public or educational agency.

Bargaining Unit: Office, Technical, and Business Services (OTBS) Unit

Personnel Commission Approval: 08/13/84

Revised: 07/08/85, 1/86, 3/23/00, 06/21/01