

ANTELOPE VALLEY COMMUNITY COLLEGE DISTRICT

BUSINESS SERVICES BUYER SUPERVISOR

Salary Range 23
CMS Position: Overtime Exempt

BASIC FUNCTION:

Under the direction of the Director of Purchasing and Contract Services, performs a variety of duties in support of district purchasing functions; researches best source of supply for quality and price; maintains communications with accounts payable and warehouse functions to resolve problems, queries, product warranty issues, and returns; communicates with vendors to clarify issues and determines status of orders; communicates with District personnel to notify of purchase order status and exchanges information; performs formal bids for goods and services; prepares and delivers notices to media and distributes bid packets to vendors; oversees bid openings, notifies bidders of awards and processes bid documents; prepares lists and reports for Board approval and information related to purchasing and revolving cash fund functions; trains purchasing department staff; trains District on purchasing processes and procedures; and performs other related duties as may be assigned. The Business Services Buyer Supervisor is responsible for more complex and higher-level purchasing functions, often requiring larger dollar amounts and complex formal bid requests for proposals, and exercises a higher level of discretion and independent decision-making.

REPRESENTATIVE DUTIES: *E = indicates essential duties of the position*

- Supervises and evaluates the work performance of assigned personnel, hourly and student workers.
- Perform a variety of duties related to the acquisition of supplies, equipment, material and services for the District in accordance with established policies, procedures and guidelines. (E)
- Contact appropriate vendors to obtain price quotes, availability, methods of procurement and related data to complete purchase orders; interview vendors regarding purchases and bids; evaluate prices, products, services and sources. (E)
- Perform purchasing transactions requiring specialized technical knowledge or historical background of specific materials, supplies, equipment or services required by District operations. (E)
- Follow up on and expedite purchase orders and requisitions within established procedures; resolve problems or complaints from suppliers, manufacturers and District personnel. (E)
- Develop product and equipment standards and specifications; investigate and analyze new products and sources of supply; determine validity of existing product specifications and data associated with such products.(E)
- Prepare formal bid documents, conduct bidder conferences, open and evaluate bid responses and recommend contract awards to the Board of Trustees. (E)
- Participate in the development and implementation of policies, procedures, systems, and programs, including training and reference materials. (E)
- Trains buyers and clerical assistant on purchasing processes and procedures (E)
- Assist District staff and vendors by interpreting laws, policy, codes, and regulations pertaining to purchasing and contracts; provide training to District staff and vendors on purchasing processes and procedures; (E)
- Operate a computer and a variety of office equipment as assigned. (E)
- Maintain the Purchasing and Contract Services website; maintain and update procurement and contract forms as necessary. (E)
- Serve on committees and chairs PACS in the absence of the Director of PACS (E)
- Attend and conduct a variety of meetings with staff, vendors and others to develop bid procedures,

- clarify specifications, finalize contractual agreements and resolve problems. (E)
- Review purchase requisitions for completeness and accuracy; verify the availability of funds; issue purchase orders, contracts and agreements. (E)
- Performs related duties as may be assigned. (E)

EDUCATION AND EXPERIENCE: Any combination equivalent to: an associate's degree from an accredited institution, **and** two years increasingly responsible purchasing experience. A Bachelor's degree in business, supply chain management, or equivalent can substitute for the experience requirement.

KNOWLEDGE OF:

District and department purchasing policies and procedures.
Types and sources of supplies, materials and equipment used in a community college district.
Technical aspects of researching, comparing and purchasing District supplies, materials and equipment.
Principles of training and providing work direction.
Modern office practices, procedures and equipment.
Operation of a computer and assigned software.
Interpersonal skills using tact, patience and courtesy.
Oral and written communication skills.
Correct English usage, grammar, spelling, punctuation and vocabulary.
California Public Contracts Code and other legal codes that apply to Purchasing and Public Works projects.

ABILITY TO:

Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
Perform a variety of duties related to the acquisition of supplies, equipment, material and services for the District in accordance with established policies, procedures and guidelines.
Exercise sound judgment in the purchase of a variety of materials, supplies and equipment.
Read, interpret, apply and explain rules, regulations, policies and procedures.
Train and provide work direction to others.
Maintain records and prepare reports.
Operate a variety of office equipment including a computer, typewriter, calculator and copier.
Establish and maintain cooperative and effective working relationships with others.
Understand and follow oral and written directions.
Plan and organize work.
Communicate effectively both orally and in writing.
Meet schedules and time lines.
Work independently with little direction.

WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES: Supervises Buyers, Hourly and Student Workers.

CONTACTS: Co-workers, other departmental staff, vendors, students and faculty.

PHYSICAL EFFORT:

Sitting for extended periods of time.
Bending and reaching to retrieve and file records.
Light lifting of boxes.

WORKING CONDITIONS: Normal office environment.