

## **YUBA COMMUNITY COLLEGE DISTRICT**

### **CLASSIFICATION: Bond Senior Buyer (Measure J Bond Projects) Position Contingent Upon Continued Funding**

**BASIC FUNCTION:** Under the direction of the Director of Purchasing/Contracts, plan, organize, coordinate, and expedite Measure J Bond Project purchasing and procedures. Duties will include: formal bidding, maintaining Measure J Bond project files, develop District standards for furniture, fixtures and equipment, and develop and implement the Uniform Public Construction Cost Accounting Procedures in accordance with established policies, procedures and guidelines.

#### **REPRESENTATIVE DUTIES:**

Perform a variety of duties confined to the Measure J Bond (funded) purchases including the purchase, acquisition, and installation of furniture, fixtures and equipment and related technology, construction services, professional services, supplies, delivery, and installation in accordance with established policies, procedures and guidelines. (E)

Work with District personnel to develop standards and specifications for furniture, fixtures and equipment acquisitions. (E)

Investigate and analyze new products and supply sources for furniture, fixtures, and equipment. (E)

Contact appropriate vendors to obtain price quotes, availability, methods of procurement, delivery and data to complete purchase orders. (E)

Interview and select vendors regarding furniture, fixtures and equipment purchases and bids; evaluate prices, products, services and sources. (E)

Perform purchasing transactions for furniture, fixtures, and equipment or services required by District operations. (E)

Follow up on and expedite (Measure J) purchase orders and requisitions within established procedures. (E)

Resolve procurement problems or complaints from (Measure J) suppliers, manufacturers and District personnel. (E)

Prepare formal bid documents for Measure J Bond Projects, conduct bid conferences, open and evaluate bid responses and recommend contract awards to the Board of Trustees. (E)

Develop the Uniform Public Construction Cost Accounting Procedures for the District and update as needed. (E)

Serve as primary department contact in absence the manager. (E)

Attend and conduct a variety of Measure J Bond Projects meetings with staff, vendors and others to develop bid procedures, clarify specifications, finalize contractual agreements and resolve conflicts. (E)

Review purchase requisitions for completeness and accuracy. (E)

Verify the availability of Measure J funds; issue related purchase orders, contracts and agreements. (E)

Ensure class room furniture purchases and specs comply with Section 508 and ADA requirements. (E)

Perform other related duties related to the procurement and installation Measure J Bond Projects.

**KNOWLEDGE OF:**

Principles and practices of governmental purchasing

Principles and practices of public works contracting

California Public Contracts code and other legal codes that apply to purchasing and to public works projects, including building construction and renovations

Principles and practices of administration, supervision, and training

Technical aspects of purchasing

Types of supplies, furniture and equipment used in a community college district

Potential responsible vendors

Modern office practices, procedures, and equipment

Record-keeping techniques

Correct English usage, grammar, spelling, punctuation, and vocabulary

Oral and written communications skills

Applicable sections of the State Education Code, the Public Contract Code and other applicable laws

Specialized technical or historical background of vendors

**ABILITY TO:**

Analyze situations accurately and adopt an effective course of action

Establish and maintain effective working and public relationships

Communicate effectively both orally and in writing

Work with and organize personnel for decision making purposes

Interpret and apply state code governing public purchasing

Review purchase requisitions and effectively purchase supplies, furniture and equipment

Prepare clear and concise specifications in accordance with established procedures and formats

Operate a computer and use software to include both word processing and spreadsheets

Understand and follow oral and written directions

Work independently with little direction and meet established schedules and timelines

Collect and organize data and information

Maintain accurate records and prepare reports

Work confidentially and with discretion

Learn District organization, operations, policies, and objectives

**EDUCATION AND EXPERIENCE**

Any combination equivalent to: a Bachelor's degree in business administration or related field and 3 years of increasingly responsible purchasing experience to include 2 years of experience bidding construction projects for a public agency. Certified Purchasing Management certificate or completion of a formal professional certification program in purchasing could substitute for education and experience.

**WORKING CONDITIONS:**

Office environment  
Frequent interruptions

**PHYSICAL ABILITIES:**

Must sit for long periods of time  
Use of hands and fingers to operate an electronic keyboard, calculator or other office machines  
Speak clearly and distinctly to answer telephones and to provide information  
Hear and understand voices over telephone and in person  
See to read fine print and operate computers  
Reach with hands and arms  
Lift to carry and/or move objects weighing up to 10 pounds.