

YUBA COMMUNITY COLLEGE DISTRICT

CLASSIFICATION: Measure J Bond Senior Buyer/Contracts Position Contingent on Continued Funding

BASIC FUNCTION: Under the direction of the Director of Purchasing/Contracts perform duties and responsibilities specific to contracts and buying functions related to Measure J Bond projects. Plan, organize, coordinate, and expedite Measure J Bond Project purchasing and procedures including formal bidding, maintaining Measure J Bond project files, develop District standards for furniture, fixtures and equipment, develop and implement the Uniform Public Construction Cost Accounting Procedures in accordance with established policies, procedures and guidelines. Prepare complex specifications, write, negotiate and administer District contracts specific to Measure J Bond projects.

DISTINGUISHING CHARACTERISTICS:

The Senior Buyer position is distinct from the Buyer classification in that the scope, level of difficulty, complexity of assignments, degree of contact with District administration, public and vendors, independence of actions and consequence of decisions made are all significantly higher.

REPRESENTATIVE DUTIES:

Perform a variety of duties confined to Measure J Bond 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)

Provide technical assistance to district personnel and make recommendations regarding purchases; prepare written quotations for major purchases. (E)

Investigate and analyze new products and supply sources for furniture, fixtures, and equipment; analyze product sources, quality, price and availability. (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)

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)

Monitor vendor compliance with legal requirements such as bonds of performance and payment and certificates of insurance related to contracts, including construction contract requirements. (E)

Negotiate with vendors and recommend award on purchasing contracts.

Maintain master contract files and coordinate the development review and implementation of contract terms.

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

Ensure classroom 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, Education 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

Apply sound business practices in the development and analysis of purchases and contracts

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 five (5) years of increasingly responsible purchasing experience, to include two (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