

<b>NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION</b>
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Job Title:	Buyer	Range:	39
Date Revised:		Date Approved:	April 8, 2003

**PRIMARY PURPOSE**

This position is responsible for performing a variety of duties related to the acquisition of supplies, equipment and services in compliance with established purchasing policies, procedures, and guidelines.

**ESSENTIAL FUNCTIONS**

*Examples of essential functions are interpreted as being descriptive and not restrictive in nature.*

1.	Determines sources of supplies and equipment; performs quality, value, and cost analyses; receives and reviews requisitions; contacts appropriate vendors; obtains price quotes, methods of procurements and related data to complete purchase orders; prepares purchase orders for authorized signatures.
2.	Expedites purchase orders and requisitions within established procedures; follows up on late orders; forwards orders for payment upon receipt and approval.
3.	Assists in preparing bid openings; prepares bid specifications; analyzes bid terms and conditions; interviews vendors regarding purchases and bids; evaluates bids received and recommends award.
4.	Provides information and assistance to staff regarding the status of purchases.
5.	Investigates and responds to complaints regarding condition and quality of merchandise; follows up on damaged or incorrect merchandise and duplicate orders.
6.	Prepares and maintains a variety of records, files and reports related to purchasing activities; assists in the preparation of contracts and maintenance agreements.
7.	Contacts vendors to coordinate the repair of merchandise; obtains price estimates and arranges for merchandise pick up and schedules repairs.
8.	Establishes and maintains effective relationships with outside vendors and sales representatives.
9.	Provides assistance to other purchasing personnel as required.
10.	Learns and applies emerging technologies and advances as necessary to perform duties in an efficient, organized, and timely manner.
11.	Performs related duties as assigned.

**OTHER FUNCTIONS**

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**WORKING RELATIONSHIPS**

The Buyer maintains frequent contact with various departments, staff, and outside vendors.

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**EDUCATION AND EXPERIENCE**

High school diploma or equivalent, supplemented by college coursework in business administration, procurement, contract law or related field  
Minimum three (3) years increasingly responsible experience, preferably in purchasing for a public entity

**KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of District organization, operations, policies and objectives  
Knowledge of procurement principles, practices and procedures  
Knowledge of methods and procedures used in the purchase of supplies and equipment  
Knowledge of types and sources of supplies, materials and equipment commonly used  
Knowledge of modern office practices, procedures and equipment  
Knowledge of interpersonal skills using tact, patience and courtesy  
Ability to effectively purchase a variety of supplies, equipment and materials  
Ability to learn and interpret laws, rules and regulations affecting District supplies and equipment  
Ability to analyze situations accurately and adopt an effective course of action  
Ability to use various software applications  
Ability to operate a variety of office equipment such as calculator, computer, copier, typewriter, etc.  
Ability to make arithmetic calculations quickly and accurately  
Ability to prepare and maintain records, files, and reports  
Ability to plan, organize and prioritize work  
Ability to meet schedules and time lines  
Ability to understand and follow oral and written directions  
Ability to communicate effectively orally and in writing  
Ability to establish and maintain effective working relationships with others

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**SPECIAL REQUIREMENTS**

None

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**WORKING CONDITIONS**

College or District office environment; subject to sitting for long periods at a time (up to 2-3 hours); repetitive use of upper extremities including hand coordination activities.

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