

SACRAMENTO COUNTY OFFICE OF EDUCATION

**CLASSIFICATION TITLE: Senior Buyer**

**DEFINITION**

Under general direction, performs complex procurement functions for the County Office of Education; performs other related duties as required.

**DISTINGUISHING CHARACTERISTICS**

The Senior Buyer classification is distinguished from the next lower class of Buyer by the assignment of tasks and duties which require the incumbent to exercise a greater degree of independent judgment and analysis.

**DIRECTLY RESPONSIBLE TO**

Supervisor, Procurement Services

**SUPERVISION OVER**

None; however, the Senior Buyer may train and direct the work of other staff assigned to the section/department.

**DUTIES AND RESPONSIBILITIES** (Any one position may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found in positions within this classification.)

**Product/Service Research**

Uses information from interviews, site visits, seminars, trade shows, Internet, commercial and technical publications, and other contacts to develop and maintain an effective vendor base to procure various services, equipment, materials, and supplies; determines customer needs and expectations through contact with staff or needs assessment techniques; prepares specifications based on customers' needs assessment; obtains competitive price quotes; assists with the preparation and implementation of formal bids; negotiates procurement details with vendors; provides and coordinates product and service trial periods or demonstrations as required; recommends the most appropriate and cost effective alternatives.

**Product/Service Evaluation**

Assists departments in the evaluation of goods and services as needed; insures that customers' expectations and requirements are met; resolves conflicts concerning materials or services at the department and vendor levels; coordinates delivery and installation; confirms with customer that all products are received in condition consistent with original request or bid; keeps in constant contact with appropriate personnel to insure satisfactory operations; coordinates returns and/or repairs of products; monitors changes, modifications, and technological advances that affect the purchasing of goods and services utilized by the County Office.

**Purchasing/Records Management**

Reviews, evaluates, and monitors department purchase requisitions for proper authorization, specifications, and legal compliance; takes responsibility for procuring appropriate items or services; creates and reviews purchase orders; researches and resolves receiving and accounts payable issues; inputs, edits, and retrieves purchasing data; disburses and maintains files related to purchase orders and purchasing; maintains other department files including those pertaining to vendors, bids, quotes, and other correspondence.

Customer Service

Assists internal and external customers by interpreting laws, policy, codes, and regulations pertaining to purchasing; answers inquiries both orally and in writing concerning office operations; prepares and presents special reports to various groups; provides training to staff on SCOE purchasing procedures; sets up profiles and provides training and technical support for users of vendor Web sites.

**MINIMUM QUALIFICATIONS**

Education

Equivalent to the completion of two years of college with coursework in business administration, accounting, or related field.

Training and Experience

Progressively responsible experience in the purchasing or procurement areas of a large public or private agency, preferably in education.

Knowledge of:

Public purchasing principles, procedures, and terminology; methods of invoicing including shipping and handling charges, discounts, and taxes; laws, rules, and regulations affecting the County Office of Education purchasing operation; sources of supplies and services; office practices and procedures; telephone etiquette; English grammar; standard filing systems; current versions of standard software applications to prepare spreadsheets, reports, statistical data, and correspondence.

Skills and Ability to:

Assist in preparing bid specifications clearly and concisely; train and schedule work for support staff; learn the requirements of the applicable state codes relating to purchasing goods for the Sacramento County Office of Education; prepare and maintain accurate and complete records and reports; research information online; learn new technology; manage time efficiently; communicate in oral and written form; perform mathematical calculations rapidly and accurately; work cooperatively and effectively with those contacted during the course of work; operate standard office equipment.

Other Characteristics:

Possession of a valid California driver license, and willingness to travel locally.

Revisions approved by Personnel Commission 9/9/08

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