

Sacramento County Office of Education Job Description

Classification Title: Senior Buyer

DEFINITION

Under general direction, performs complex procurement functions in compliance with state and federal laws, bid limits, and board policies, in order to purchase and expedite a variety of materials, supplies, services, and equipment for the County Office of Education; performs other related duties as required.

DISTINGUISHING CHARACTERISTICS

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

DIRECTLY RESPONSIBLE TO

Appropriate administrator

SUPERVISION OVER

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

DUTIES AND RESPONSIBILITIES

(This position may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found in this classification.)

Product/Service Research

Uses information from interviews, site visits, referrals, seminars, trade shows, Internet, commercial and technical publications, and other resources to develop and maintain an effective vendor base in order to procure various services, equipment, materials, and supplies; determines customer needs and expectations through contact with staff or needs assessment techniques; performs research and 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; maintains current knowledge of new products, price trends, and services.

Product/Service Evaluation

Assists departments in the evaluation of goods and services as needed; ensures that customers' expectations and requirements are met; resolves conflicts concerning materials or services at the department and vendor levels; coordinates delivery and installation; resolves issues regarding defective products or services; confirms with customer that all products are received in condition consistent with original request or bid; keeps in constant contact with appropriate personnel to ensure satisfactory operations; reviews warranties; 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; establishes and maintains SCOE accounts with vendors.

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 purchase orders and reviews for accuracy; researches and resolves complex problems and discrepancies related to invoicing, purchase orders, delivery, receiving, and accounts payable; 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 and maintains profiles and user accounts in online ordering systems; provides ongoing training and technical support for users of vendor websites and online ordering.

MINIMUM QUALIFICATIONS**Education, Training, and Experience**

Equivalent to the completion of two years of college with coursework in business administration, procurement, accounting, or related field; progressively responsible experience in the purchasing or procurement areas of a large public or private agency, preferably in education.

Knowledge of

Public sector purchasing principles, procedures, bid limits, 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; good customer service; basic financial recordkeeping and procedures; correct English grammar and spelling; standard filing systems; office practices and procedures; 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; schedule work for support staff; train and provide support to department staff and other various departments; learn the requirements of the applicable federal and state codes relating to purchasing goods and services for the Sacramento County Office of Education; prepare and maintain accurate and complete records and reports; research information online; learn new technology and software quickly; manage time and prioritize tasks efficiently; meet schedules and timelines; respond to urgent requests; work independently with minimal direction; resolve issues in a professional manner; communicate in oral and written form; present information clearly and concisely to groups; 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 4/14/20
Revisions approved by Personnel Commission 12/12/17
Revisions approved by Personnel Commission 11/4/14
Revisions approved by Personnel Commission 11/8/11
Revisions approved by Personnel Commission 9/9/08
Revisions approved by Personnel Commission 5/17/05
Revisions approved by Personnel Commission 11/12/98
Approved by Personnel Commission 6/14/93