

Buyer

FLSA Status: Exempt

Pay Grade: 15

Job Title ID: 16353

Job Series/Job Family: Business Services Series / Purchasing/Inventory Family

Reports To

Manager, Purchasing

Job Purpose

To coordinate the efficient purchase of assigned equipment, supplies, and services for ACC through the application of relevant laws, regulations, and purchasing procedures.

Description of Duties and Tasks

Essential duties and responsibilities include the following. Other duties may be assigned.

Required

1. Purchases supplies, equipment, and services for the College through the public bid process.
2. Assists with administering contracts by applying extension options, monitoring, and rectifying contractors' performance or non-performance, and composing formal notifications; monitors vendor reports and encourages users to utilize such resources.
3. Provides assistance with the solicitation process including legal and product research, writing specifications and bids, coordinating with various levels of management, attending pre-proposal and evaluation meetings, conducting site visits, and providing recommendations.
4. Provides customer service to internal and external customers by expediting purchasing processes; ensures positive rapport with customers through effective communication.
5. Assists with managing online vendors system by reviewing orders, creating purchase orders, and releasing orders online; coordinates system users' personal information, adds new users to the system, and verifies correct budget and object codes to be used.
6. Provides assistance with purchasing training by delivering one-on-one or group training with an emphasis on conveying new processes, contract information, or products.
7. Assists with special projects and initiates new processes in compliance with technological trends including initiation of e-surplus auction, online ordering system, and vendor performance report.
8. Processes purchase orders by verifying product and source validity, model numbers, and item descriptions; determines best method for procurement for all purchases; complies with all legal requirements and regulatory deadlines.

Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Required

- Public purchasing.
- Purchasing laws, procedures, and regulations.
- Contract management and negotiation processes.
- Purchasing application software.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable

accommodations, that the essential functions of the job can be performed.

Required

- Maintaining an established work schedule.
- Effectively using interpersonal and communications skills including tact and diplomacy.
- Effectively using organizational and planning skills with attention to detail and follow through.
- Coordinating purchasing activities in relation to equipment, supplies, and services.
- Processing purchase orders and assisting with the administration of contracts.
- Complying with all laws and regulations in relation to purchasing and contracts.
- Maintaining confidentiality of work related information and materials.
- Establishing and maintaining effective working relationships

Computer Skills**Required**

- Demonstrated proficiency using standard office software applications.

Physical Requirements**Required**

- Occasional lifting of objects up to 10 pounds
- Subject to standing, walking, sitting, bending, reaching, kneeling, pushing and pulling
- Work is performed in a standard office environment.

Work Experience**Required**

- One year purchasing work experience.

Education**Required**

- Associate's degree in business, accounting or related field; or equivalent educational experience.

Preferred

- Bachelor's degree in related field.

Licenses/Certifications**Required**

- Valid Texas driver's license.

Other**Preferred**

- Certified Texas Purchaser (CTP) or Certified Professional Public Buyer (CPPB) Certification.

Safety**Required**

- Work safely and follow safety rules. Report unsafe working conditions and behavior. Take reasonable and prudent actions to prevent others from engaging in unsafe practices.