Buyer, Construction

FLSA Status: Exempt
Pay Grade: 15
Job Title ID: 16361
Job Series/Job Family: Business Services Series / Purchasing/Inventory Family

Reports To

Director of Purchasing

Job Purpose

To provide primary purchasing support for ACC#039;s construction projects, including furniture, fixtures and equipment; coordinates purchasing processes for building construction services, professional architectural and engineering services, consulting services, professional architectural and engineering services, consulting services for College-wide projects, and specialized materials and services.

Description of Duties and Tasks

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

Required

1. Conducting and coordinating purchasing support activities for ACC''s construction related projects.
2. Develops bid specifications and scopes of services for complex and technical solicitations including requests for proposals, requests for information and requests for qualifications.
3. Assists with administering the solicitation process including identification of need, specification/scope development, vendor selection and outreach, receipt of responses, evaluation committee coordination, contract negotiation, recommendation for award, award notice, contract development and execution, and contract management.
4. Coordinates construction projects with ACC Project Managers and vendors; determines procurement needs, educates end-users regarding goods and services, creates timelines for procurement, drafts bids and proposals, and ensures timely delivery of goods and services.
5. Processes purchase orders and verifies products sole source and validity, model numbers and item descriptions; determines the best method for procurement of all purchases; negotiates pricing and obtains best value for the College; complies with all legal requirements and regulatory deadlines.
6. Oversees construction contracts including applying extension options, monitoring and rectifying contractors'' performance or non-performance, and composing formal notifications; monitors vendor performance reports and encourages users to utilize such resources.
7. Provides customer service to internal and external customers by expediting purchasing processes; ensures positive rapport with customers through effective communication.
8. Assists with conducting purchasing training either one-on-one or in groups with an emphasis on conveying new processes, contract information or products.
9. Provides assistance with managing online vendor systems by reviewing internal orders, crating 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.

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

- Contract and bid processes, standards, and protocol.

- Compliance requirements for contracts.
- Systems administration of online data systems.
- Contract tracking and management systems.
- Training processes and techniques.

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.
- Coordinating the contract process in relation to goods and services.
- Effectively using organizational and planning skills with attention to detail and follow through.
- Maintaining contract data and information systems.
- Maintaining confidentiality of work related information and materials.
- Establishing and maintaining effective working relationships

Computer Skills

Required

- Demonstrates 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

- Two years purchasing or procurement work experience.

Education

Required

- Bachelor's degree in business, accounting, or related field.

Licenses/Certifications

Required

- Certified Texas Purchaser (CTP), Certified Texas Purchasing Manager (CTPM), or Certified Professional Public Buyer (CPPB)

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.