

**Buyer**  
**South Orange County Community College District**

Direct Link: <https://www.AcademicKeys.com/r?job=239148>

Downloaded On: Jul. 16, 2024 9:56am

Posted Jul. 9, 2024, set to expire Jan. 28, 2025

<b>Job Title</b>	Buyer
<b>Department</b>	
<b>Institution</b>	South Orange County Community College District South Orange County Community College District, California
<b>Date Posted</b>	Jul. 9, 2024
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Professional Staff
<b>Academic Field(s)</b>	Administration - Other Administration - Accounting & Finance
<b>Job Website</b>	<a href="https://wd5.myworkdaysite.com/en-US/recruiting/socccd/SOCCCD/job/District-Services/Buyer_REQ12366">https://wd5.myworkdaysite.com/en-US/recruiting/socccd/SOCCCD/job/District-Services/Buyer_REQ12366</a>
<b>Apply By Email</b>	
<b>Job Description</b>	

***Title:***

Buyer

***Job Category:***

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CSEA

***Job Opening Date:***

July 08, 2024

***Job Closing Date:***

July 23, 2024

***Location:***

District Services

***Work Location:***

Mission Viejo, CA

***Department:***

Purchasing and Contracts

***Pay Grade, for more information click on this link:***

<https://www.socccd.edu/departments/human-resources/contracts-and-salary-schedules>

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***Pay Rate Type:***

Monthly

***Work Days:***

Monday - Friday

***Work Hours:***

8:00am - 5:00pm (Schedule and Shift are subject to change in accordance with the departments needs.)

***Hours Per Week:***

40

***Percentage of Employment:***

100%

***Months of Employment:***

12

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***Salary:***

Starting at \$5,526 per month

***Required Documents:***

Cover Letter and Resume

***Job Description:***

**C.S.E.A. Classified Bargaining Unit Salary Range 126**

**Application materials must be received by 11:59pm July 22, 2024**

**Required Documents: Resume and Cover Letter**  
**Applications missing the required documents will not be considered.**

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

**SUMMARY DESCRIPTION**

Under direction from the Purchasing Supervisor, independently performs a variety of complex technical duties supporting the purchasing of supplies, materials, and services for the District; ensures compliance with all applicable state laws and district policies; coordinates District travel arrangements and the repair of District property; and performs a variety of tasks relative to assigned areas of responsibility. Requires considerable exercise of initiative and independent judgment to perform the full range of complex duties.

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### **DISTINGUISHING CHARACTERISTICS**

This is the full journey level class within the Buyer series. Employees within this class are distinguished from the Senior Buyer in that the latter serves as a lead worker over lower level buying and purchasing staff in the absence of the Purchasing Supervisor. Employees at the Buyer level are fully aware of the operating procedures and policies of the work unit. Positions in this class series may be filled by advancement from lower level purchasing classifications, or when filled from the outside, require prior experience.

### **REPRESENTATIVE DUTIES**

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

Process purchase requisitions and issue purchase orders for a variety of equipment, supplies, materials and services at the most advantageous prices and terms.

Review purchase requisitions for accuracy and completeness; ensure proper authorization and supporting documentation; ensure compliance with applicable state laws, rules, regulations, and procedures; order commodities from state approved suppliers and contractors as required by law.

Prepare and mail competitive bid packages; receive, open, tabulate, review and analyze bids; recommend acquisition of materials, equipment, services, and supplies; ensure competitiveness of bidding process.

Draft specifications for materials, equipment, services and supplies to be obtained; maintain

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appropriate records on computerized system.

Process all printing supply and stationery requisitions; serve as a liaison between printing vendors and the departments in obtaining samples, specifications and proof approval for each individual order.

Review contracts and purchase orders; maintain contact and negotiate with vendors; keep informed of market conditions and new products; evaluate vendor performance.

Process online internet orders as assigned; order, confirm, and request pre-payment for items to be received in a "Paid in Advance" status to meet departmental deadlines; note special instructions on requisitions and orders so they can be processed in a timely manner; ensure compliance with state laws and district policies.

Receive requisition or verbal notification for equipment repair; contact vendor for repairs; schedule appropriate vendor; obtain proper authorization and supporting documentation; reconcile invoice upon completion of repair; forward invoice for payment.

Coordinate travel arrangements for personnel; ensure timely payments for conference registration, hotel and airfare; obtain proper authorization and supporting documentation; maintain travel and expenditures log.

Prepare purchase orders and other necessary documents related to the purchase of supplies and materials.

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Confer with department representatives to determine purchasing needs, specifications and area of standardization.

Process claims with vendors for damaged materials; monitor invoices for accuracy; obtain credits where appropriate.

Compile all maintenance contracts throughout the year; prepare spreadsheet for efficiently contacting vendors for repairs as needed; prepare clear and concise reports.

Reconcile monthly statements from vendors; confer with vendors regarding purchase orders, invoices, and payments.

Respond to vendor and staff inquiries in a courteous manner; provide information within the area of assignment; resolve complaints in an efficient and timely manner.

As assigned, train other department staff on the use of the purchasing system including purchasing procedures, input of requisitions into the system, and tracking of requisitions and payment dates.

Perform related duties as required.

## **QUALIFICATIONS**

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

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Knowledge of:

Operations, services, and activities of a comprehensive purchasing program for an educational institution.

Principles, practices, methods and techniques used in purchasing.

Applicable laws, regulations, policies, and procedures governing the purchasing process.

Types of supplies, materials, commodities, and services commonly used in educational institutions.

Principles and methods of negotiations.

Principles, practices, and procedures of inventory and quality control.

Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

Principles of letter writing and basic report preparation.

Basic principles and practices of accounting.

Principles and procedures of record keeping and filing.

English usage, spelling, grammar, and punctuation.

Ability to:

Evaluate quality and price of products to judge suitability of goods and alternatives offered.

Interpret and apply purchasing policies and applicable state laws and regulations.

Interpret and apply travel procedure requirements.

Analyze, evaluate and modify purchasing methods and procedures.



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Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.

Maintain accurate records, controls and files.

Plan and organize work to meet changing priorities and deadlines.

Implement and maintain standard filing systems.

Work independently in the absence of supervision.

Understand and carry out oral and written instructions.

Work with and exhibit sensitivity to and understanding of the varied racial, ethnic, cultural, sexual orientation, academic, socio-economic, and disabled populations of community college students.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

## **EDUCATION AND EXPERIENCE GUIDELINES**

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

### Education/Training:

Equivalent to two years of college level course work in business administration or a related field.

### Experience:

Two years of responsible clerical purchasing experience preferably within a public agency.



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## **PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office setting. Subject to noise from office equipment operation; frequent interruptions and contact in person and on the telephone with academic and classified staff and others. At least minimal environmental controls are in place to assure health and comfort.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information. Vision: See in the normal visual range with or without correction. Hearing: Hear in the normal audio range with or without correction.

## **SPECIAL COVID-19 NOTICE:**

Interviews may be held in-person (following all necessary precautions) or in a virtual format. Employees must reside in California while employed with the South Orange County Community College District (SOCCCD), even during remote work. Thank you for your continued interest in working at the SOCCCD.

The SOCCCD is committed to protecting the health and wellbeing of students, faculty, staff, administrators, and the communities it serves. More information can be found on our District website by visiting <https://www.socccd.edu/communications/covid-19-information>.

## **NOTICE TO ALL CANDIDATES FOR EMPLOYMENT:**



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The Immigration Reform and Control Act of 1986, Public Law 99-603, requires that employers obtain documentation from every new employee which authorizes that individual to accept employment in this country. SOCCCD will not sponsor any visa applications.

**PLEASE NOTE:**

A California Public Employees Retirement System (CalPERS) retiree may not accept employment until after the first 180 days of retirement. Anyone retired from CalPERS accepting permanent employment with this District will be required to reinstate as an active CalPERS member. Please contact CalPERS for additional information regarding your retirement status.

Any active vested member of California State Teachers Retirement System (CalSTRS), who accepts employment with the District to perform service that requires membership in CalPERS, is eligible to elect to continue retirement system coverage under CalSTRS

**DISABILITY ACCOMODATIONS:**

If you require special accommodations in the application and/or selection process, please notify District Human Resources at least two (2) business days prior to the Job Close Date/Initial Screening Date, by either calling (949) 582-4850 or sending an e-mail to [hrintfodesk@socccd.edu](mailto:hrintfodesk@socccd.edu).

**ATTENDANCE REQUIREMENT:**

Report to work on a regular and consistent basis, as scheduled, to assigned job.

**CAMPUS CRIME AND SAFETY AWARENESS:**



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Information regarding campus crime and safety awareness can be found at [www.saddleback.edu](http://www.saddleback.edu) or [www.ivc.edu](http://www.ivc.edu). Paper copies are available in the District Human Resources office upon request.

**DIVERSITY, EQUITY, INCLUSION, AND EQUAL EMPLOYMENT OPPORTUNITY (EEO):**

The South Orange County Community College District is committed to creating an academic and work environment that fosters diversity, equity and inclusion and equal opportunity for all, and ensures that students, faculty, management and staff of all backgrounds feel welcome, included, supported, and safe. Our culture of belonging, openness, and inclusion, makes our district a unique and special place for individuals of all backgrounds.

Our District and our colleges are looking for equity and inclusion-minded applicants who represent the full diversity of California and who demonstrate a sensitivity to the understanding of diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds present within our community. When you join our District, you can expect to be part of an exciting, thriving, equity-focused, and inclusive community that approaches higher education with the lens of social justice and collaboration among students, faculty, staff, administration, and community partners. In deciding whether to apply for a position with our District, you are strongly encouraged to consider whether your values align with our District's mission and goals for EEO, Diversity, Equity, and Inclusion.

**SOCCCD IS AN EQUAL OPPORTUNITY EMPLOYER**

**Contact Information**

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

**Contact**