

Buyer
Austin Community College

Direct Link: <https://www.AcademicKeys.com/r?job=251921>

Downloaded On: Jan. 22, 2025 4:49am

Posted Jan. 21, 2025, set to expire Nov. 29, 2025

Job Title	Buyer
Department	Staff
Institution	Austin Community College Austin, Texas
Date Posted	Jan. 21, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Administration - Other
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Job Description	

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Buyer

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Job Posting Closing Times: Job postings are removed from advertising at **12:00 A.M.** on the closing date e.g., at midnight on the day before the closing date.

[If you are a current Austin Community College employee, please click this link to apply through your Workday account.](#)

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Austin Community College is a public two-year institution that serves a multicultural population of approximately 41,000 credit students each Fall and Spring semester. We embrace our identity as a community college, as reflected in our mission statement. We promote student success and community development by providing affordable access, through traditional and distance learning modes, to higher education and workforce training, including appropriate applied baccalaureate degrees, in our service area.

As a community college committed to our mission, we seek to recruit and retain a workforce that:

- Values intellectual curiosity and innovative teaching
- Is attracted by the college's mission to promote equitable access to educational opportunities
- Cares about student success and collaborates on strategies to facilitate success for populations including; first generation college students, low-income students, and students from underserved communities.
- Focused on student academic achievement and postgraduate outcomes
- Welcomes difference and models respectful interaction with others
- Engages with the community both within and outside of ACC

Job Posting Title:

Buyer

Job Description Summary:

To efficiently procure goods and services for Austin Community College (ACC) District in accordance with the applicable laws, administrative rules, policies, and procurement procedures.

Job Description:

Description of Duties and Tasks

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

- Procures goods and services for ACC after determining the correct solicitation method to process purchase requisitions taking into consideration the total cost, timeliness, competitive bidding, and existing contracts.
- Collaborates with business partners to clarify purchasing requests and refines specifications to align solicitation documentation with departmental needs.

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- Responds to routine inquiries and administers 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.
- Facilitates and administers the solicitation process including legal and product research, writing specifications and bids, coordinating with business partners and other stakeholders, attending pre-proposal and evaluation meetings, conducting site visits, and providing recommendations.
- Provides customer service to internal and external customers by expediting purchasing processes; collaboratively develops and ensures positive rapport with customers through effective verbal and written communication.
- Manages online vendors system by reviewing orders, creating purchase orders, and releasing orders online; coordinates system users' personal information, adds new users and vendors to the system, and verifies correct budget and object codes to be used.
- Delivers training and presentations with an emphasis on conveying new processes.
- Works on special projects and initiates new processes in compliance with technological trends including initiation of e-surplus auction, online ordering system, and vendor performance report.
- 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.
- Updates and completes procurement and requisition reports for internal and external customers, supervisors, managers, and executive leadership.

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.

- 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

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

- Maintaining an established work schedule.
- Writing and analyzing complex requests for proposals and other solicitation documentation.
- Preparing and/or processing purchase orders.
- Complying with all purchasing laws, regulations, and policies.
- Effectively communicates verbally and in writing using tact and diplomacy.
- Ability to listen to business partners' needs, while simultaneously adhering to protocols and guidelines.
- Strong organizational and problem-solving skills with the ability to multi-task, pay attention to detail, and promptly follow through.
- Ability to influence and make decisions by applying independent judgment.
- Maintaining confidentiality of work-related information and materials.
- Establishing and maintaining effective working relationships.

Technology Skills

- Use a variety of spreadsheet, word processing, database, and presentation software.

Required Work Experience

- Two years related work experience.

Preferred Work Experience

- Progressive work experience in a purchasing/procurement, contract administration or material management environment.

Required Education

- Associate degree.

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Preferred Education

- Bachelor's degree or higher.

Other Preferred Qualifications

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

Physical Requirements

- Work is performed in a standard office or similar environment.
- Subject to standing, walking, sitting, bending, reaching, pushing, and pulling.
- Occasional lifting of objects up to 20 pounds.

Safety

- 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.

Salary Range

Number of Openings:

1

Job Posting Close Date:

February 2, 2025

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As required by the US Department of Education, employees are required to report violations under Title IX and, under the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (Clery Act), select individuals are required to report crimes. If this position is identified as a Campus Security Authority (Clery Act), you will be notified, trained, and provided resources for reporting.

Disclaimer

The above description is an overview of the job. It is not intended to be an all-inclusive list of duties and responsibilities of the job, nor is it an all-inclusive list of the skills and abilities required to do the job. Duties and responsibilities may change with business needs. ACC reserves the right to add, change, amend, or delete portions of this job description at any time, with or without notice. Employees may be required to perform other duties as requested, directed, or assigned. In addition, reasonable accommodations may be made by ACC at its discretion to enable individuals with disabilities to perform essential functions of the job.

To apply, please visit: https://austincc.wd1.myworkdayjobs.com/en-US/External/job/Highland-Campus/Buyer_R-7055

Contact Information

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

Contact

Staff

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