

Buyer
Foothill-De Anza Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=253855>

Downloaded On: Mar. 4, 2025 8:44pm

Posted Mar. 3, 2025, set to expire Jun. 1, 2025

Job Title	Buyer
Department	Staff
Institution	Foothill-De Anza Community College District Los Altos Hills, California
Date Posted	Mar. 3, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Administration - Accounting & Finance Administration - Other
Apply Online Here	https://apptrkr.com/6041574
Apply By Email	
Job Description	

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Buyer

HR EMPLOYMENT/CAREERS

Closing Date: 03/20/25*

*Any complete applications received after the review date will only be forwarded to the hiring committee at their request. This position will become Open Until Filled after the initial Closing Date. Any complete applications received while the position is Open Until Filled will be reviewed by the hiring

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committee only upon committee request.

Starting Salary: \$6,873.21 (per month) plus excellent benefits

Salary Grade: C1-54

Full Salary Range: \$6,873.21 - \$9,199.47 (per month)

The Foothill-De Anza Community College District is currently accepting applications for the classified position above.

The Foothill - De Anza Community College District does not have a remote work policy. All employees are expected to be available to work in person and on-site per the requirement of the department

ABOUT THE DISTRICT

Foothill - De Anza Community College District, composed of two colleges and an education center, is one of the top performing districts in both California and the United States, and one of the largest, ranking seventh in size among the state's 72 districts, serving more than 58,500 students per year and with an operating budget of \$180M unrestricted general fund. Consistent with its mission, the District has a strong commitment to equity and inclusion and incorporates those values in its policies, procedures, and operations, and in its leadership and service to students and the community. Publicly supported and locally oriented, the District fills an essential role in workforce development, continuing education, and skills preparation to meet the changing demands of the highly diverse surrounding population and business communities. The District's students and more than 2,000 faculty and staff enjoy an unparalleled quality of life in an ideal climate, with physically pristine and fiscally sound campuses that have earned their reputation for academic excellence.

Foothill - De Anza Community College District Mission Statement:

The mission of the Foothill-De Anza Community College District is student success and educational excellence. The district and its colleges provide access to affordable, quality educational programs and services that develop a broadly educated and socially responsible community that supports an equitable and just future for California and the global community. Every member of our district contributes to a dynamic instructional and learning environment that fosters student engagement, equal opportunity, and innovation in meeting the various educational and career goals of our diverse students. Foothill-De Anza is driven by an equity agenda and core values of integrity, inclusion, care for our students' well-being, and sustainability.

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DEFINITION

Under general supervision, performs responsible purchasing and procurement work, including purchasing a variety of services, materials, supplies, products, and equipment according to applicable laws, District purchasing policies and procedures, and requisition specifications; conducts competitive solicitations, contract writing and negotiations, and related sourcing activities; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned supervisory and managerial staff. Exercises no supervision of staff.

CLASS CHARACTERISTICS

This is the journey-level class in the Buyer series. Positions perform the full range of purchasing and procurement duties as assigned, working independently, and exercising judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. This class is distinguished from Senior Buyer in that the latter performs more technical, specialized, and complex purchasing and procurement tasks requiring additional training and/or experience and an in-depth knowledge of local, state, and federal regulations and District policies and procedures such as leading evaluation processes and contract development for construction projects.

EXAMPLES OF TYPICAL FUNCTIONS (Illustrative Only)

1. Procures services, supplies, materials, products, and equipment ensuring compliance with procurement and purchasing regulatory requirements, policies, and procedures by processing purchase requisitions and issuing purchase orders.
2. Consults with user departments in developing detailed specifications and contracts.
3. Develops and issues competitive solicitations including request for quote (RFQ), request for bid (RFB), request for proposal (RFP), and request for information (RFI); obtains competitive quotes, bids, and proposals, product information, and technical data; establishes vendor sources; researches availability, quality, and price of services, equipment, and supplies.
4. Evaluates responses to solicitations for conformance to specifications by analyzing factors such as products offered, terms, discounts, conditions, delivery dates, future purchase options, vendor qualifications, and related factors; may facilitate product demonstrations, pre-proposal conferences, walk-throughs, and related vendor meetings.

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5. Determines lowest responsive bidder or best value proposal; makes award recommendations; writes and negotiates contracts as needed; resolves protests; prepares memoranda and amendments for award of contract for Board approval; issues notice of award recommendations upon approval.
6. Reviews, examines, and processes requisitions, purchase orders, insurance certificates, and other related documents to ensure compliance with established purchasing procedures, and to confirm funding availability; approves purchase orders as authorized and recommends purchase orders for approval.
7. Expedites delivery as needed; investigates and resolves complaints; provides information and guidance to District divisions/departments regarding purchasing processes and policies.
8. Researches and analyzes market trends to recommend new products and advise departments of obsolete equipment, parts, and supplies.
9. Maintains good working relationships with vendors and contractors; assists in resolving discrepancies and disputes; maintains related files and databases.
10. Performs a variety of office support and customer service duties such as developing reports, writing various correspondence and memoranda, and maintaining various files and assigned databases.
11. Learns and applies emerging technologies, as necessary, to perform duties in an efficient, organized, and timely manner.
12. Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

1. Principles, practices, and methods of public and governmental purchasing and procurement programs and processes and their application to District operations. Principles and practices of contract preparation, negotiation, and protest resolution.
2. Specification writing, commodity markets and practices, pricing methods, and sales as applied to purchasing transactions.
3. Applicable federal, state, and local laws, rules, regulations, ordinances, and District policies and procedures relevant to assigned area of responsibility.
4. Record keeping and filing systems and methods.
5. Principles and practices of data collection and report preparation.
6. Basic business arithmetic.
7. Business letter writing and the standard format for reports and correspondence.
8. Methods of preparing and processing various records, reports, forms, and other documents

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specific to assigned program, department, or division.

9. English usage, grammar, spelling, vocabulary, and punctuation.
10. Modern office practices, procedures, technology, and computer equipment and applications, including word processing, database, and spreadsheet applications.
11. Techniques for providing a high level of customer service by effectively dealing with the public, students, and District staff, including individuals of diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation.

Ability to:

1. Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
2. Prepare specifications, investigate sources of supply, analyze market conditions, and prepare requests for proposal, bid, information, or quote.
3. Coordinate RFQ/RFP/RFB evaluation process including developing evaluation worksheets and leading cross-functional evaluation and selection teams, ensuring conformance to specifications, analyzing and calculating costs, preparing reports to the Board, and issuing notice of award recommendations.
4. Negotiate contract terms and conditions.
5. Understand the organization and operation of the District and of outside agencies as necessary to assume assigned responsibilities.
6. Interpret, apply, and explain applicable federal, state, and local laws, rules, regulations, ordinances, and District policies and procedures relevant to assigned area of responsibility.
7. Gather and compile information from a variety of sources.
8. Prepare, review, and present reports and other correspondence and communications in a clear and concise manner.
9. Maintain accurate databases, records, and files.
10. Compose correspondence and reports independently or from brief instructions.
11. Perform arithmetic computations accurately.
12. Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
13. Effectively use computer systems, software, and modern business equipment to perform a variety of work tasks.
14. Use English effectively to communicate in person, over the telephone, and in writing.
15. Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.

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16. Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Minimum Qualifications:

1. Understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
2. Any combination of training and experience which would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be equivalent to an associate's degree from an accredited college with coursework in purchasing, business or public administration, or related courses **AND** three (3) years of increasingly responsible and varied procurement or purchasing experience.

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Licenses and Certifications:

Possession of, or ability to obtain, a valid California Driver's License by time of appointment.

Physical Demands

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Standing in and walking between work areas is frequently required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification frequently bend, stoop, kneel, and reach to perform assigned duties, as well as push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds with the use of proper equipment. Reasonable accommodations will be made for individuals on a case-by-case basis.

Environmental Elements

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances.

APPLICATION PACKET

1. A District on-line application on <http://hr.fhda.edu/careers/>. *In the application, you will provide information, which demonstrates your understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff. Additionally, you will be asked to explain how your life experiences, studies or work have influenced your commitment to diversity, equity and inclusion.
2. A cover letter addressing your qualifications for the position.
3. A current resume of all work experience, formal education and training.

For full-consideration, all required application materials must be included in your application packet and must be received by 11:59 pm on the closing date. We are unable to accept additional, non-required materials, such as reference letters.



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Please allow yourself ample time to complete your application and resolve any technical difficulties that may arise with your submission. You may also visit our "Applicant Information" to assist with technical difficulties at: <http://hr.fhda.edu/careers/a-applicant-instructions.html> . We cannot guarantee a response to application questions within 48 hours of the closing date.

CONDITIONS OF EMPLOYMENT

Position: Full-Time, Permanent, 12-months per year

Starting date: As soon as possible upon completion of the search process.

Excellent benefits package which includes medical coverage for employee and eligible dependents, dental, vision care, employee assistance program, long term disability, retirement benefits and basic life insurance. For information on our benefits package that includes medical for employees and dependents, visit our web site: <http://hr.fhda.edu/benefits/index.html>. In addition, the District is a participating member of the California Public Employees' Retirement System (CalPERS) and the successful applicant would be a member of the Association of Classified Employees (ACE) Union. The current union agreement can be found online at: http://hr.fhda.edu/_downloads/2018-2021%20ACE%20Agreement.pdf.

We are happy to assist individuals with disabilities who require reasonable accommodations to complete the employment process, provided that you notify Employment Services no later than the closing date of the announcement.

The successful applicant will be required to provide proof of authorization to work in the U.S.

The Foothill-De Anza Community College District does not reimburse applicants for travel, lodging or any other costs incurred by applicant to attend interviews. All interviewing costs incurred will be the responsibility of the applicant.

For more information about our application process contact:

Employment Services

Foothill-De Anza Community College District

12345 El Monte Road

Los Altos Hills, California 94022

Email: employment@fhda.edu

<http://hr.fhda.edu/>



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To apply, visit <https://fhda.csod.com/ux/ats/careersite/4/home/requisition/2013?c=fhda>

Contact Information

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

Contact

Staff

Foothill-De Anza Community College District

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