

**Buyer (DS - Substitute)**  
**South Orange County Community College District**

Direct Link: <https://www.AcademicKeys.com/r?job=257649>

Downloaded On: Jul. 30, 2025 8:59pm

Posted Jun. 3, 2025, set to expire Jan. 28, 2026

**Job Title** Buyer (DS - Substitute)

**Department** Procurement, Central Services, and Risk Management

**Institution** South Orange County Community College District  
Mission Viejo, California

**Date Posted** Jun. 3, 2025

**Application Deadline** Open until filled

**Position Start Date** Available immediately

**Job Categories** Professional Staff

**Academic Field(s)** Administration - Other

**Job Website** <https://www.schooljobs.com/careers/socccd/jobs/4959972/buyer-ds-substitute>

**Apply By Email**

**Job Description**

**Application Instructions:**

- Complete all sections and fields on the application and attach all required documents – incomplete applications may not be considered.
- Include all relevant education, training, and/or experience on the application.
- Do not include any personally identifiable, confidential, or otherwise unrequested information that does not pertain to job related factors (e.g., social security number, date of birth, pictures, etc.) on your application or attached documents.
- For job postings with a close date, all applications received by 11:59 PM (Pacific Time) on the job posting close date, will receive consideration.

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- For job postings with an initial screening date, all applications received by 11:59 PM (Pacific Time) on the job posting initial screening date, will receive priority consideration; however, typically the job posting will remain open, and continue to accept applications, until the position is filled.
- For job postings requiring professional references, include at least three (3) professional references from the following categories:

1. Current department chair(s) (for faculty) or supervisor(s);
2. Previous department chair(s) (for faculty) or supervisor(s) (from within the past five (5) years);
3. Master's thesis or Doctoral Dissertation advisor or supervisor (for faculty);
4. Colleague(s) or co-worker(s) who can address professional competency and skills relevant to the position; and/or
5. Other professional references.

Please note, professional references are typically contacted when a candidate is selected for, or as a finalist for, a position.

## Description

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

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judgment to perform the full range of complex duties.

### **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 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.

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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.

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.

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## **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.

### **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.

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Interpret and apply travel procedure requirements.

Analyze, evaluate and modify purchasing methods and procedures.

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.

## **Supplemental Information**

Work Schedule: **TBD** – Schedule and shift vary and are subject to change in accordance with the department's needs.

Hours per Week: Up to **25**

### **Employment Conditions and Information:**

This is a short-term, temporary, hourly Non-Bargaining Unit (NBU) assignment, not to exceed 160 days and 960 hours per fiscal year (July 1<sup>st</sup> through June 30<sup>th</sup>). **Short-term, temporary NBU positions may only be used on an intermittent, seasonal, or project basis.**

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Education Code Section 88003 states "Short-term employee means any person who is employed to perform a service for the district, upon the completion of which, the service required or similar services will not be extended or needed on a continuing basis."

After successful completion of the onboarding requirements, an individual may be employed by the South Orange County Community College District (SOCCCD) as a short-term, temporary NBU employee. Employment will be on an "if and as needed" basis, as determined by the SOCCCD. The assignment may be shortened or extended at any time, due to departmental needs, with little to no notice. NBU employment is at-will, and either party may terminate this working relationship at any time. Neither party shall be required to provide any reason for the separation. NBU employees shall not have reemployment rights or recourse to petition to be reinstated.

NBU employees are limited to working in a single position for a single department and site (assignments are onsite only).

NBU employees are paid on a monthly basis. The payroll reporting period is from the 15<sup>th</sup> of the first month to the 14<sup>th</sup> of the second month. NBU employees are paid on the 10th of the third month.

**Example:** For the following reporting period: September 15<sup>th</sup> through October 14<sup>th</sup>, the NBU employee will be paid on November 10<sup>th</sup>.

NBU employees who work more than 1000 hours per fiscal year are required to contribute to the California Public Employees Retirement System (CalPERS), through payroll deduction. The SOCCCD does not intend to employ NBU employees for more than 960 hours during any fiscal year.

**Notice to all Candidates for Employment:**

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. The South Orange County Community College District (SOCCCD) will not sponsor any visa applications.



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Employees must reside in California while employed with the SOCCCD.

**California Public Employees Retirement System and California State Teachers Retirement System:**

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 the SOCCCD 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 SOCCCD to perform service that requires membership in CalPERS, is eligible to elect to continue retirement system coverage under CalSTRS

**Disability Accommodations:**

If you require special accommodations in the application and/or evaluation process, please notify Human Resources at least two (2) business days prior to the job posting close or initial screening date, by either calling (949) 582-4850 or sending an e-mail to [hrrinfodesk@socccd.edu](mailto:hrrinfodesk@socccd.edu).

**Attendance Requirement:**

All SOCCCD employees are required to report to work on a regular and consistent basis, as scheduled, to assigned job.

**Campus Crime and Safety Awareness:**

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

**Non-Discrimination Notice:**

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The SOCCCD provides access to its services, classes, and programs without regard to national origin, immigration status, religion, age, gender, gender identity, gender expression, race, ethnicity, color, medical condition, military and veteran status, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, pregnancy, or because they are perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics.

**California Fair Chance Act:**

The SOCCCD will consider qualified applicants with a criminal history pursuant to the California Fair Chance Act. You do not need to disclose your criminal history or participate in a background check until a conditional job offer is made to you. After making a conditional offer and running a background check, if the SOCCCD is concerned about a conviction that is directly related to the job, you will be given the chance to explain the circumstances surrounding the conviction, provide mitigating evidence, or challenge the accuracy of the background report.

**Diversity, Equity, Inclusion and Equal Employment Opportunity:**

The SOCCCD is 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.

The SOCCCD is committed to ensuring that all students have the opportunity to succeed in their classes and as such, to eliminating institutional barriers that disproportionately impact students of color. Irvine Valley College and Saddleback College are deeply committed to fostering an inclusive environment where students, staff, and faculty from diverse backgrounds can thrive academically and professionally.

Irvine Valley College (IVC) serves approximately 21,584 students, reflecting a rich diversity: 41% Asian, 2% Black/African-American, 21% Hispanic/Latino, 8% Southwest Asian and North African, 5% two or more races, and 21% White in Fall 2024.

Similarly, Saddleback College (SC) serves around 25,789 students, with demographics showing 12% Asian, 2% Black/African-American, 29% Hispanic/Latino, 5% two or more races, and 47% White in Fall 2024.

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These numbers underscore the importance of our commitment to eliminating equity gaps across all student demographics through implementing dynamic, student-centered practices and policies. To support the academic and career success of our diverse student body, we seek a candidate who will actively contribute to our mission of inclusivity and support. The ideal candidate's values will align with SOCCCD's goals for Diversity, Equity, and Inclusion (DEI) and Equal Employment Opportunity (EEO).

**THE 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**

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