



Senior Buyer

Class Code	FLSA Status	EEO Category	Represented Status	Salary Grade	Effective Date	Resolution #	Pages
234	Exempt	3 - Technicians	AFSCME	6	06/26/96	950	1 of 1

DEFINITION: Under direction of the Purchasing Agent, procures varied materials, supplies, equipment and serves in a centralized purchasing setting; develops sources of supply for critical items, prepares formal bids, analyzes bids, recommends awards; trains Buyers. Performs other related duties as assigned.

DISTINGUISHING CHARACTERISTICS: This is the journey- level in the professional purchasing series, providing training to less experienced Buyers. Incumbents in this class are fully competent to perform the more difficult range of purchasing and expediting activities.

EXAMPLES OF ESSENTIAL FUNCTIONS: Essential functions may include, but are not limited to, the following: Procure goods and professional services essential to the District; purchase fuel, oil, gas, tires; perform emergency and special purchases to ensure that buses remain in operation; write formal contracts; participate in the purchase of buses and other essential equipment and services; research procurement needs; compare pricing; analyze options, costs, and savings; provide technical training and instruction to employees with regard to new or improved MMMIS purchasing computer system program; monitor and adhere to District's minimum and maximum stock level requirements; review and analyze computer generated reports; monitor contract payments made for fuel, oil and tire expenditures; purchase computer hardware and software; ensure accuracy of product requisition; administer formal and informal contracts; monitor the contract bidding process; meet with selected vendors; plan and prioritize the work involved in the acquisition and distribution of parts and supplies for the District; evaluate operations and activities of assigned responsibilities; recommend improvements and modifications; prepare various reports on operations and activities; submit justification for staff, supplies, materials and equipment; monitor and control expenditures; investigate and resolve discrepancies between purchase orders and invoices; summarize bids received on purchasing proposals; maintain purchasing records and reference files; prepare correspondence as required; travel locally and out-of-state to visit vendors or receive training in procurement practices; build and maintain positive working relationships with co-workers, other District employees and the public using principles of good customer service.

MINIMUM QUALIFICATIONS:

Knowledge Of: Principles and practices of purchasing for a public transit agency including competitive bidding and formal proposal techniques; applicable local, state and federal laws and regulations; methods of purchasing by specification; ethical purchasing practices, markets, products, and qualified vendors; principles and practices of informal contracts, contract negotiation and writing; business administration and accounting principles applicable to purchasing; modern office procedures and computerized inventory control, warehousing and purchasing systems; knowledge and use of the central automated purchasing computer system: MMMIS (Maintenance Material & Management Information System).

Ability To: Analyze requisitions and relate them to current and future needs; read and interpret specifications, plans, drawings and purchase requests; buy effectively with regard to quantity, quality and price; write procurement specifications and formal contracts; identify and interpret technical and numerical information; make accurate mathematical calculations; apply quantitative analysis to cost decisions; interpret pertinent District and department policies and procedures; communicate clearly and concisely, both orally and in writing; prepare clear and concise written reports and correspondence; organize and prioritize work load and manage time efficiently; write informal contracts; convey a professional demeanor towards vendors and other outside parties; operate an on-line computerized inventory control, warehousing and purchasing system.

Education/Training: Equivalent to a Bachelor's degree from an accredited college or university with major course work in finance, business administration, accounting, or a related field. (Additional years of required experience may be substituted for required education on a year-for-year basis).

Experience: Two years experience in purchasing and expediting a variety of materials, supplies, equipment and services which has included developing specifications and formal bidding procedures and sources of supply. Public agency purchasing experience is desirable.