BUYER
JOB #DEC965
$3,524 - $4,279 per month
(The District pays employee's portion of PERS retirement contribution)

DATE POSTED: January 14, 2008
CLOSING DATE: January 31, 2008
POSITION LOCATION: Anaheim Campus - Purchasing Department
SCHEDULED SHIFT: 8:00 a.m. - 5:00 p.m., Monday through Friday
(STARTING DATE: As soon as possible

TYPICAL DUTIES
This position is responsible for performing a variety of duties related to the acquisition of supplies, equipment and services in compliance with established purchasing policies, procedures, and guidelines. Determine sources of supplies and equipment; perform quality, value and cost analyses; receive and review requisitions; contact appropriate vendors; obtain price quotes, methods of procurements and related data to complete purchase orders; prepare purchase orders for authorized signatures. Expedite purchase orders and requisitions within established procedures; follow up on late orders; forward orders for payment upon receipt and approval. Assist in preparing bid openings; prepare bid specifications; analyze bid terms and conditions; interview vendors regarding purchases and bids; evaluate bids received and recommend award. Provide information and assistance to staff regarding the status of purchases. Investigate and respond to complaints regarding condition and quality of merchandise; follow up on damaged or incorrect merchandise and duplicate orders. Prepare and maintain a variety of records, files and reports related to purchasing activities; assist in the preparation of contracts and maintenance agreements. Contact vendors to coordinate the repair of merchandise; obtain price estimates and arrange for merchandise pick up; schedule repairs. Establish and maintain effective relationships with outside vendors and sales representatives. Provide assistance to other purchasing personnel as required. Learn and apply emerging technologies and advances as necessary to perform duties in an efficient, organized, and timely manner. Perform related duties as assigned.

QUALIFICATIONS

Education and Experience: High school diploma or equivalent, supplemented by college coursework in business administration, procurement, contract law or related field. Minimum three (3) years increasingly responsible experience, preferably in purchasing for a public entity.

Ability to: Effectively purchase a variety of supplies, equipment and materials; learn and interpret laws, rules and regulations affecting District supplies and equipment; analyze situations accurately and adopt an effective course of action; use various software applications; operate a variety of office equipment such as calculator, computer, copier, typewriter, etc.; make arithmetic calculations quickly and accurately; prepare and maintain records, files, and reports; plan, organize, and prioritize work; meet schedules and time lines; understand and follow oral and written directions; communicate effectively orally and in writing; establish and maintain effective working relationships with others.

Knowledge of: District organization, operations, policies and objectives; procurement principles, practices and procedures; methods and procedures used in the purchase of supplies and equipment; interpersonal skills using tact, patience and courtesy.
WORKING RELATIONSHIPS
The Buyer maintains frequent contact with various departments, staff, and outside vendors.

WORKING CONDITIONS
College or District office environment; subject to sitting for long periods at a time (up to 2-3 hours); repetitive use of upper extremities including hand coordination activities.

APPLICATION PROCEDURE

- **DISTRICT CLASSIFIED APPLICATION REQUIRED**
  
  Applicants must answer all questions in the “General Information” section of the application on page 3 and must sign the application on page 4. Failure to complete these sections will result in exclusion from the applicant pool.

Applications may be downloaded at www.nocccd.edu, or requested from the Human Resources office by e-mailing hr@nocccd.edu or calling (714) 808-4810. Reference Job #DEC965, Buyer, in all correspondence. You may include cover letters, resumes, letters of reference, etc., as attachments to your completed application. The District will not return or make photocopies of application materials. It is the applicant’s responsibility to make photocopies for personal records and ensure that the application packet is complete when submitted. Applicants must submit a new application packet for each position. Application packets previously submitted will not be pulled for resubmission. THE DISTRICT DOES NOT ACCEPT APPLICATIONS OR ATTACHMENTS BY E-MAIL OR FAX.

Mail or deliver your application packet in person to:

North Orange County Community College District
Human Resources, 9th Floor
1830 West Romneya Drive
Anaheim, CA 92801-1819

APPLICATION DEADLINE
Completed applications must be received in the Human Resources office on or before January 31, 2008, 5:00 p.m. (Postmarks will not be honored.) Application materials received after the deadline date will not be considered.

The Hiring Committee will review the applications and select a limited number of candidates for an interview. This process may take several weeks after the closing deadline. At the time of the interview, a written exercise related to the position may be required. Subsequent to the interviews, the Hiring Committee will determine those candidates for final consideration. A second interview may be required of candidates selected as finalists. Possession of the minimum qualifications does not ensure an interview. Reasonable accommodations for applicants with disabilities may be requested by calling (714) 808-4821 at least three (3) business days in advance of the scheduled examination/interview date.

Initial salary placement will be determined by the Office of Human Resources in accordance with Board Policy and is not negotiable. All employees driving personal, leased, or district-owned vehicles for District related activities must certify possession of a valid California Drivers License. Employees must certify that personal vehicles are covered by automobile insurance as required by California law. (Board Policy 6010, Section 4.0) The applicant selected for the position will be required to provide identification and employment eligibility as outlined in the Immigration Reform and Control Act.

THE NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER.