



Alameda Contra Costa Transit District Classification Specification

Exhibit - C

Senior Buyer - **DRAFT**

Class Code	FLSA Status	EEO-CAT	Rep Status	Salary Grade	Effective Date	Res. Date
234	Exempt	3-Technicians	AFSCME	06	12/11/2019	19-038

DEFINITION: Under general direction of the Purchasing Agent, leads, trains, and participates in the more complex and difficult work within the unit; performs a variety of procurement duties including purchasing and expediting materials, procures varied materials, supplies, equipment, and services in a centralized purchasing setting; develops sources of supply for critical items, prepares formal bids and informal bids; trains Buyers. Performs other related duties as assigned.

This is the advanced, lead-level within the Buyer series. Incumbents at this level participate in the more difficult and complex procurement activities and are expected to operate with a significant degree of independence and possess extensive knowledge of laws, regulations, policies, and procedures of the District's procurement functions. This classification provides technical and functional direction to paraprofessional, technical, and contract staff.

There are three (3) levels within the Buyer series, which are distinguished from one another by the technical complexity of the assigned duties and the level of discretion and independent judgment exercised.

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.

REPRESENTATIVE FUNCTIONS may include, but are not limited to the following:

- Provides lead direction, training, work review, and evaluation to staff providing administrative and technical support of an assigned program; organizes and assigns work, sets priorities, and follows up to ensure coordination and completion of the assigned work.
- Reviews, examines, and processes requisitions, purchase orders, and other related documents, including contracts and bid recaps, to ensure compliance with established purchasing procedures, and to confirm funding availability.
- Interviews salespersons, visits manufacturers and vendors, attends demonstrations, and obtains samples and literature from potential suppliers; explains purchasing policies and procedures to potential vendors; obtains comparative data regarding price, quality, quantity, and availability of materials, supplies, and equipment; develops and maintains sources of supply and services.
- Places orders with vendors; ensures that goods or services delivered meet the requirements that were agreed on by contract; reconciles invoices and resolve issues with vendors pertaining to price changes, damaged goods, quantity discrepancies, and change orders.
- Consults with department personnel District-wide to ascertain their needs, advise on new product developments and adjust complaints on vendor compliance; consults with vendors and their representatives to acquaint them with methods and procedures and the rules and regulations of the purchasing department and obtain information on their products and services.
- Expedites purchase orders and assists in follow-up on contracts for materials, supplies, services, and equipment; processes special purchase requisitions.
- Reviews and approves the awarding of contracts on informal bids; monitors the contract bidding process.
- research procurement needs.
- provide technical training and instruction to employees with regard to new or improved MMMIS purchasing computer system program.
- Monitors and adheres to District's minimum and maximum stock level requirements.
- Review and analyze computer generated reports.
- Plans and prioritizes the work involved in the acquisition and distribution of parts and supplies for the District.
- recommend improvements and modifications.



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- ~~Maintain purchasing records and reference files~~ Maintains records and prepares reports; assists in determining reorder points and in determining practicable order quantities for materials and supplies. -
- ~~Provides recommendations regarding strategies, improvements, and options for optimizing the District's purchasing power through coordinated procurement and contracting.~~
- Prepares correspondence as required.
- ~~Travel locally and out-of-state to visit vendors or receive training in procurement practices.~~
- ~~May be assigned to a specific service, equipment or material commodity group, requiring the development of highly specialized technical knowledge, such as petroleum products or computer hardware.~~
- Prepares and directs the preparation of specifications and contractual conditions for the purchase of a variety of materials, supplies, equipment, and services including invitations for bids (IFB)s, informal requests for quotes (IFQ)s, and other contract documentation.
- ~~Performs related duties as assigned.~~
- ~~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; [principles of providing functional direction and training; principles and practices of employee supervision, including work planning, assignment review and evaluation, and the training of staff in work procedures](#); methods of purchasing by specification; ethical purchasing practices, markets, products, and qualified vendors; principles and practices of informal contracts, 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: [techniques for providing a high level of customer service by effectively working with the public, vendors, contractors, and District staff; modern equipment and communication tools used for business functions and program, project, and task coordination.](#)

Ability to: Analyze requisitions and relate them to current and future needs; read and interpret specifications, plans, drawings, and purchase requests; [effectively provide staff leadership and work direction](#); 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; [establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.](#)

Education: 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 experience may be substituted for the required education on a year-for-year basis).~~

Experience: Two (2) years of 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 at a level equivalent to the District's Buyer classification.

License and Certification(s): None.



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Physical Requirements: Must maintain the physical condition necessary to: (1) perform tasks in an office setting operating a personal computer, keyboards, and other peripheral equipment; and (2) possess physical mobility in order to direct or conduct field studies, and attend external meetings and events.

Special Requirements: Must be willing to: (1) work outside regular business hours as required and (2) travel between the various District divisions.

Established Date: 06/26/1996 PM (Res. No. 950)