

ANNOUNCEMENT OF EMPLOYMENT OPPORTUNITY

Central Services

Senior Buyer (Measure C)

Job #07-160

Open Until Filled

The Foothill-De Anza Community College District is currently accepting applications for **Senior Buyer (Measure C), Central Services**.

DUTIES AND RESPONSIBILITIES OF THE POSITION INCLUDE:

Perform a variety of duties related to the acquisition of technology, construction services, professional services, supplies, equipment, and materials for the District in accordance with established policies, procedures and guidelines. Contact appropriate vendors to obtain price quotes, availability, methods of procurement and data to complete purchase orders. Interview vendors regarding purchases and bids; evaluate prices, products, services and sources. Perform purchasing transactions requiring specialized technical knowledge or historical background of specific materials, supplies, equipment or services required by District operations. Follow up on and expedite purchase orders and requisitions within established procedures. Resolve problems or complaints from suppliers, manufacturers and District personnel. Develop product and equipment standards and specifications. Investigate and analyze new products and supply sources. Determine validity of existing product specifications and data associated with such products. Prepare formal bid documents, conduct bid conferences, open and evaluate bid responses and recommend contract awards to the Board of Trustees. Train and provide work direction to personnel. Serve as primary department contact in absence the manager. Attend and conduct a variety of meetings with staff, vendors and others to develop bid procedures, clarify specifications, finalize contractual agreements and resolve conflicts. Review purchase requisitions for completeness and accuracy. Verify the availability of funds. Issue purchase orders, contracts and agreements. Perform related duties as assigned.

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 equivalent to an Associate's degree in accounting, business, purchasing or a related field.
3. Four years increasingly responsible experience in the purchase of supplies, services and equipment.

PREFERRED QUALIFICATIONS:

1. Four or more years of experience as a full-time professional buyer, purchasing agent, contract administrator or an equivalent job title, of which at least two years was in public procurement.

2. Two years of experience as a buyer with primary responsibility for the purchase of complex electronic data processing systems and telecommunications systems using a competitive selection process.
3. One year of experience as a buyer with primary responsibility for public construction bids.
4. Two years of experience as a member or as a leader of bid evaluation committees.
5. Bachelor's degree in a related field.

In addition, successful candidates will demonstrate the following:

1. Ability to analyze situations accurately and adopt an effective course of action.
2. Ability to establish and maintain effective working and public relationships.
3. Ability to communicate effectively both orally and in writing.
4. Ability to interpret and apply state codes governing public purchasing.
5. Ability to operate a computer and use software including Microsoft Word and Excel.
6. Ability to collect and organize data and information.
7. Knowledge of methods of purchasing by specification and competitive bidding.
8. Knowledge of purchasing principles and practices.
9. Knowledge of record keeping techniques.
10. Knowledge of California Public Contracts code and other legal codes that apply to purchasing and to public works projects, including building construction and renovation.
11. Current C.P.M., CPPO, or CPPB certifications.

APPLICATION MATERIALS:

1. A District application to be completed at www.fhdajobs.net (a paper application is available by visiting www.fhda.edu or by contacting Employment Services).
2. Resume of all work experience, formal education and training.
3. Cover letter addressing your qualifications for the position of Senior Buyer (Measure C).
4. A separate document that provides 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.

Incomplete application packets will not be forwarded to the search committee for review.

-OVER-

Application materials become the property of the District and will not be returned.

CONDITIONS OF EMPLOYMENT

Salary: \$4,671.42 per month plus benefits; level N-54

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 full cost 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 fully paid medical for employees and dependents, visit our web site:

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

Persons with disabilities who require reasonable accommodation to complete the employment process must 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.

All interviewing costs incurred by applicant are 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

(650) 949-6217

Email: employment@fhda.edu

<http://www.fhda.edu>