



## Job Description

**Job Title: Buyer**

**JTC: T17**

**Salary Range: N04**

**FLSA: Non-Exempt**

Since 1965, we have served more than 3 million students. Dallas County Community College District (DCCCD) is one of the largest community college systems in the state of Texas, which includes seven independently accredited colleges located around the Dallas/Fort Worth area.

### POSITION SUMMARY

Works with all district locations regarding the purchasing process, i.e. purchasing materials, equipment and supplies and comply with state statutes and District procurement procedures.

### REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of purchasing, managing and successful negotiation with suppliers and vendors. Ability to review purchase requisitions to ensure completeness and compliance with district policies and procedures as well as regulatory statutes regarding the procurement of goods/services. Keep up-to-date on changes in state laws, policies and procedures to continue current working knowledge and utilize best practices.

The knowledge to develop specifications, prepare bid documents and make recommendations regarding purchases. The ability to prepare and input purchase orders to select vendors through the use of computer based purchasing systems. Demonstrated knowledge of mainframe/microcomputer purchasing applications.

Ability to establish and maintain effective working relationships, interacting with a diverse college community network in a helpful and courteous manner.

Ability to perform detailed work, related to purchasing with good judgment, accuracy, confidentiality and promptness. The ability to research and investigate sources of supply, comparing and analyzing specifications in order to facilitate the purchase of goods and services.

Interpret, guide and provide procurement information to district personnel to ensure compliance with policies and procedures. Provides exemplary customer service to internal and external customer through effective oral and written communication skills.

### PHYSICAL REQUIREMENTS

Normal physical job functions performed within a standard office environment. Reasonable accommodations may be made to individuals with physical challenges to perform the essential duties and responsibilities.

## MINIMUM KNOWLEDGE AND EXPERIENCE

High school diploma or equivalent with three (3) years of work-related experience. \*\*\*Will be subject to criminal background and/or fingerprint check. \*\*\*

## ESSENTIAL DUTIES AND RESPONSIBILITIES

Initiates bid/quote processes on behalf of the district for services, supplies and equipment. Prepares and processes purchasing forms and obtains proper business documentation for validation purposes. Able to resolve purchase order/contract disputes and discrepancies related to delivery, shipment and compliance.

Selects potential vendors and secures vendor quotations using appropriate bid process; increases vendor list based on commodities assigned. Conducts bid opening, tabulates and analyze results and prepare bid proposals for approval. Monitors performance of vendors and maintains/ distributes related records and reports.

Builds and maintains productive working relationships with internal/external clients and peers in order to meet business needs. Interview vendor representatives to identify new sources of materials and services and to analyze vendor potentials.

Demonstrated organizational skills in planning, directing and prioritizing multiple assignments. Resolves problems and issues that may arise from purchase of services, supplies and equipment with internal and external clients. Contacts vendors regarding delinquent deliveries, damaged or duplicate deliveries, and resolves discrepancies between invoices and purchase orders.

Maintains current vendor listing, standard specifications and supplier product reference files. Must have excellent interpersonal, analytical, oral and written communication skills to effectively communicate with a diverse, multicultural college community and external business partners.

Performs other duties as assigned.

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job and shall not be construed as a declaration of the total of the specific duties and responsibilities of any particular position. Incumbents may be directed to perform job-related tasks other than those specifically presented in this description. Position requires regular and predictable attendance.*