



## Job Description

**Job Title: Senior Buyer**

**JTC: CQL**

**Salary Range: N05**

**FLSA: 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

Responsible for preparing bid documents, purchase orders, bid tabulations, board documents and the timely processing of requisitions for high-level/complex solicitations for the purchase of goods and services, construction, and/or technology services.

### REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Thorough working knowledge of all relevant contracting statutes and regulations, including the Texas Contract Code, and various other procurement regulations. Strong knowledge and understanding of supply chain management concepts, including purchasing, supply agreements, and contractual terms. Demonstrated experience in soliciting and evaluating supplier proposals. The ability to keep up with changing statutes regarding the procurement of goods and services and stays current with trends and technologies. Position may require knowledge of construction practices, i.e., design/build and/or design-bid-build methods.

Ability to analyze price proposals, financial reports, and other information to determine reasonable prices. The ability to negotiate contracts on behalf of the district; evaluate and monitor contracts to ensure that the vendor's and suppliers comply with the terms and conditions of the contract. Uses independent judgment with demonstrated commitment to high professional ethical standards.

Knowledge and ability to improve quality, cost, and delivery of products and services. Establish and maintains strong client and vendor relationships with diverse, multi-cultural backgrounds. Requires demonstrated knowledge of mainframe/microcomputer purchasing applications. Experience and proficiency with Microsoft Word and Excel.

Works under minimal supervision with the demonstrated ability to establish priorities, plan workload and establish commitments for task completion. Exceptional analytical, organizational and negotiation skills with the ability to respond consistently with a high degree of initiative to resolve issues or complex problems.

The ability to perform multiple tasks simultaneously and communicate complex information. Extraordinary communication skills with the ability to clearly and concisely express information to internal/external stakeholders and constituents in a diverse work environment.

## 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. Occasionally required to lift and carry boxes of printouts, catalogs, and samples weighing up to 50 pounds.

## MINIMUM KNOWLEDGE AND EXPERIENCE

Associates degree in related field plus three (3) years of work related experience. Official transcripts are required. Requires a current and valid Texas driver's license for off-site travel on behalf of the district. *\*\*\*Will be subject to a criminal background. Some positions may be subject to a fingerprint check.\*\*\**

## ESSENTIAL DUTIES AND RESPONSIBILITIES

Responsible for the preparation and administration of complex purchases of goods and services, construction, and/or technology services in support of district operations by competitive bidding, informal quotation, and negotiations in accordance with established policies and procedures and state purchasing laws. Keeps up-to-date on best practices and technological changes in the market through professional development activities.

Interviews and selects potential vendors for the purchase of goods and services. Conducts bid openings, tabulates and analyze the results and prepares bid proposals for approval. Maintains departmental files of purchase orders, bid documents, standard specifications and current and potential sources for goods and services. Ensures that all prime contractors and their subcontractors are following the required contract regulations.

Collaborates with end-users to develop specifications and scopes of work, determine methods of procurement and issue complex solicitation documents. Responsible for establishing and maintaining vendor relations and analyzing vendor capabilities and performance. Confers with vendors to obtain product and/or service information such as price, availability, and delivery schedule. Maintain and review records of items purchased, costs, deliveries, product(s) performance and inventories.

Provides leadership and direction to the district community, serving as a knowledgeable resource, in answering questions relating to policies and procedures in the procurement of goods and services. Analyzes requisitions and documentation for completeness and accuracy; secures additional data as required and makes decisions on the best method of purchasing. Resolves highly complex problems regarding delivery dates, incorrect merchandise, shipment damages and invoice discrepancies.

Responsible for completing required number of DCCCD Professional Development training hours per academic year. Communicates effectively with diverse stakeholders/constituents internal and external to the DCCCD community network utilizing excellent oral, written and/presentation skills. Provides excellent customer service.

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.*