



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 manages the timely processing of requisitions for higher-level/complex solicitations for the purchase of goods and services.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

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.

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.

The knowledge to improve quality, cost, and delivery of products and services. Establishes and maintains strong client(s) and vendor(s) 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 associates, peers, and management 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. Due to the physical layout of the work area, incumbents may be required to climb up and down stairs and are occasionally required to lift and carry boxes of printouts, catalogs, and samples weighing up to 50 pounds.

MINIMUM KNOWLEDGE AND EXPERIENCE

Associate degree in related field plus three (3) years of work-related experience. Official transcripts are required. ****Will be subject to a criminal background and/or fingerprint check. ****

ESSENTIAL DUTIES AND RESPONSIBILITIES

Works collaboratively with all district locations regarding the purchasing process, i.e., purchasing materials, equipment, and supplies and complies with state regulations, and district policies and procedures.

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.

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.

Strong communication skills to speak, listen and write in a clear, thorough and timely manner using appropriate and effective communication tools and techniques interacting with a diverse population. Strong and knowledgeable customer service skills.

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.