

Buyer III

PD No.:PD-2271

POSITION DESCRIPTION INFORMATION

POSITION INFORMATION

Type of Action Requested:*	Replacement
Internal Team:*	ST-Financial Services - 41500
Job Code/Employee Classification:*	Buyer III <u>Job Code: 4794</u>
Classification Title:	Buyer III
MPP Job Code:	
Position Number:	Buyer III <u>Position no: ST-00000529</u>
CSU Working Title:*	Buyer III
Salary Range/Grade:	4794-RANGE A-Grade-1
Reports to Supervisor:	Thomas Christopher Cordeiro
Reports To:*	Manager, Procurement & Contract Services <u>Position no: ST-10003878</u>
Campus:*	Stanislaus
Division:*	Business & Finance
College/Program:*	Financial Services
Department:*	Financial Services - 41500
FLSA Status:	Non-Exempt
Hiring Type:	Probationary
Workplace Type (Exclude Inst Fac):	Telecommute eligible (work onsite as scheduled and/or as requested and telecommute as scheduled)
Pay Plan:	12 Months
Pay Plan Months Off:	

POSITION DESIGNATION

Mandated Reporter:*	Not mandated
Conflict of Interest:*	A "designated position" in the CSU's Conflict of Interest Code. The successful candidate accepting this position is required to file Conflict of Interest forms subject to the regulations of the Fair Political Practices Commission.
NCAA:	<input type="radio"/> Yes <input checked="" type="radio"/> No
Is this a Sensitive Position?:	<input checked="" type="radio"/> Yes <input type="radio"/> No
Care of People (including minors) Animals and Property:	No
Authority to commit financial resources:	Yes
Access/control over cash cards and expenditure:	Yes
Access/possession of master/sub-master keys:	No
Access to controlled or hazardous substances:	No

- Access/responsibility to personal info:** Yes
- Control over Campus business processes:** No
- Responsibilities requiring license or other:** No
- Responsibility for use of commercial equipment:** No
- Is this a Campus Security Authority (CSA):** Yes No
- Serves a security function:** No
- Designated recipient for crime/misconduct reports:** No
- Significant responsibility for Student Activities:** No
- Significant responsibility for Campus Activities:** No

Job Summary/Basic Function:*

The Buyer III is the senior level position in the series in which incumbents work with a high degree of independence and have responsibility for preparing highly complex, customized contracts and/or coordination of a specific procurement function, including independent problem solving, risk assessment, and complex data and trend analysis. Assignments often involve complex, high-risk and costly projects and initiatives of critical importance. Incumbents possess wide breadth and depth level of knowledge and experience, works with little guidance and conducts assignments based on meeting objectives. May serve a vital role on cross-functional committees to acquire, lease, or construct a major item. The Buyer III frequently serves as a lead for lower-level procurement or clerical staff.

Incumbents are responsible for providing technical procurement and contracting services to a campus or the Chancellor's Office. Such services may include, but are not limited to, sourcing and purchasing supplies, materials, and equipment, primarily through the use of the competitive bid process and/or developing contracts, service agreements and leases; and performing other procurement functions as required. Policies, practices, and procedures followed in the purchase of goods and services and the execution of contracts by The California State University are prescribed by California State Statutes and Codes.

Minimum Qualifications:***EDUCATION:**

Equivalent to an undergraduate degree in purchasing, marketing, accounting, business, or other appropriate field. Additional experience which has demonstrated that the applicant has acquired and successfully applied the knowledge and ability of the position may be substituted for the required education on a year-for-year basis.

EXPERIENCE:

Equivalent to three years of increasingly responsible purchasing experience of which two years must have involved major aspects of the purchasing function, i.e., high-technology and building and construction, utilizing competitive bidding or contract development, and including the writing of specifications and justifications to support them.

Required Qualifications:

- Thorough knowledge of the principles, practices, and procedures of purchasing, including administration of contracts and service agreements and the basic accounting principles as related to purchasing and contracts.
- Comprehensive knowledge of formal competitive bid administration.
- Thorough knowledge of California State Statutes and Codes applicable to campus procurement.
- Ability to use a computer.
- Ability to administer all aspects of bid procedures according to laws and codes.
- Ability to monitor contracts and service agreements.
- Ability to develop, interpret, and apply highly technical and varied material and equipment specifications requiring such activities as integration of performance schedules, learn and apply computer technology to the total purchasing process.
- Ability to lead or review the work of other and act promptly to resolve actual or potential problems when required.
- Ability to develop long-range plans, including recommendations for policies and procedures affected by the plans.
- Ability to establish and maintain cooperative working relationships with vendors and with faculty, students, administrators, and members of the general public.
- Ability to read and write clearly in English.
- Working knowledge of functions such as receiving and property accounting as they relate to the purchasing process
- A background check (which may include: checks of employment records, education records, criminal records, civil records, motor vehicle records, professional licenses, and sex offender registries, as position requires) must be completed satisfactorily before any candidate can be offered a position with the CSU.

Preferred Qualifications:

- Prior procurement experience in the CSU, UC, or other higher education setting.
- Experience in writing complex specifications, bid criteria, contract terms and conditions.
- Experience with all facets of competitive bidding and negotiating with suppliers.
- Experience utilizing eProcurement systems such as Jaggaer and related financial systems such as PeopleSoft.
- Experience with Microsoft Word, Outlook, Excel, PowerPoint, and other internet-based software applications and programs.
- Experience in spend analytics and strategic sourcing.
- Experience preparing and evaluating highly complex, customized contracts and agreements.
- Experience using procurement tools and cooperative agreements such as GovSpend, ProcurementIQ, PlanetBids, the Department of General Services (DGS) Fi\$Cal, etc.

Special Conditions:**License / Certification:****Supervises Employees:***

Yes No

If position supervises other employees; list position titles:

Job Duties

JOB DUTIES

% of time	Duties / Responsibilities	Essential / Marginal
60	<p>Procurement and Contract Services:</p> <ul style="list-style-type: none"> • Process assigned requisitions and contract requests for commodities and services of a technical and specialized nature within compliance of all applicable laws, regulations, policies, and procedures and assist other Buyers. • Develop highly complex, customized contracts and agreements of high risk, value, and complexity from inception to execution to mitigate risk and optimize value. These may include long-term, multi-department, or multi-campus agreements. • Apply current specification and develop original language for technical and/or complex specifications with minimal input from requestors. • Independently prepare and issue informal and formal requests for quotes, invitations to bid, and requests for proposals from spend data analysis, benchmarking and specification development through bid award and contract execution. • Evaluate and research sole source justifications. • Resolve invoicing and receiving discrepancies and supplier performance and product concerns. • Expedite and follow up on orders. • Record savings and benefits. • Perform Buyer Trainee, Buyer I and Buyer II level work when necessary to meet the needs of campus. • May lead or review the work of lower-level purchasing or clerical staff. 	Essential
20	<p>Contract Administration and Documentation:</p> <ul style="list-style-type: none"> • Administration of agreements including but not limited to establishing records, tracking associated contract documents, and reviewing documents for compliance with procurement policies and applicable laws and regulations. • Maintain required documentation and financial records in the appropriate contract management systems per record retention policies and procedures. • Gather and analyze information, documents, and data including responding to Public Records Act requests. • Write and update standard operating procedures, plans, and training materials. 	Essential
15	<p>Communication and Representation:</p> <ul style="list-style-type: none"> • Conducts highly complex and sensitive negotiations on contractual terms including proactive conflict resolution between suppliers and end-users. • Evaluate, interpret, and communicate policies, procedures, and risks associated with procurement activities. • Establish and maintain professional and cooperative working relationships with suppliers, faculty, students, administrators, counsel, and members of the general public. • Prepare and present reports, presentations, and correspondence. • Maintain effective and timely oral and written communications. • Participate, lead, and serve as subject matter expert on cross-functional committees. • Assist in developing long-range plans and process improvements, including recommendations for policies and procedures. Implement and execute approved plans and improvements. • Provide training and guidance to campus customers and new staff members in policies and procedures. • Maintain currency regarding applicable laws, regulations, policies, business trends, market changes, and best practices. • Promote and administer campus usage of CSU Systemwide agreements. 	Essential
5	<p>Other duties as assigned:</p> <ul style="list-style-type: none"> • May be required to obtain additional training and/or certification as part of professional development, based on department and/or campus needs, to stay current with industry standards. • The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this classification. • At the direction of appropriate administrator, may provide support to other areas/departments within functional area/departments as needed. 	Essential

Physical Mental and Environmental Demands

** Physical Mental and Environmental Requirements Must be Completed for all Positions

**

Please indicate the frequency (Constantly; Frequently; Occasionally; or Never) and whether or not the requirement is essential.

Physical and Mental Requirements

Bending:	Occasionally
Climbing:	Never
Concentrating:	Frequently - Essential
Crawling:	Never
Decision Making:	Frequently - Essential
Keyboarding and Mousing:	Frequently - Essential
Lifting or Carrying up to 10 lbs.:	Occasionally
Lifting or Carrying up to 25 lbs.:	Occasionally
Lifting or Carrying up to 50 lbs.:	Occasionally
Lifting or Carrying over 50 lbs.:	Never
Performing Calculations:	Occasionally - Essential
Pushing or Pulling:	Occasionally
Reaching Overhead:	Occasionally
Repetitive Motion of Upper Extremities:	Occasionally
Sitting:	Frequently - Essential
Standing:	Occasionally
Stooping Kneeling or Squatting:	Occasionally
Walking:	Occasionally

To add additional Physical and Mental Requirements - Please provide the 1) Physical and/or Mental Requirement description; 2) Frequency (Constantly; Frequently; Occasionally; or Never) and 3) Whether it is Essential to the position:

Other Physical & Mental Requirement No. 1 Description:	N/A
Other Physical and Mental Req No.1 Frequency:	Never
Other Physical & Mental Requirement No. 2 Description:	N/A
Other Physical and Mental Req No.2 Frequency:	Never
Other Physical & Mental Requirement No. 3 Description:	N/A
Other Physical and Mental Req No.3 Frequency:	Never
Other Physical & Mental Requirements:	N/A

Environmental Requirements

Drive motorized equipment:	Occasionally
Excessive Noise:	Occasionally - Essential
Hazards:	Occasionally - Essential
Outdoor:	Occasionally - Essential
Elevated Work:	Never

Extreme Temperature (hot or cold): Occasionally
Indoor (Typical office environment): Frequently - Essential

To add additional Environmental Requirements - Please provide the 1) Environmental Requirement description; 2) Frequency (Constantly; Frequently; Occasionally; or Never) and 3) Whether it is Essential to the position:

Other Environmental Requirement No. 1 Description: N/A
Other Environmental Req No.1 Frequency: Never
Other Environmental Requirement No. 2 Description: N/A
Other Environmental Req No.2 Frequency: Never
Other Environmental Requirement No. 3 Description: N/A
Other Environmental Req No.3 Frequency: Never
Other Environmental Requirements: N/A