

Buyer III

PD No.:PD-7369

POSITION DESCRIPTION INFORMATION

To edit an approved Position Description scroll to the bottom of the form and press Update PD
Click OK in the pop-up window that appears to reset the approval process

POSITION INFORMATION

Type of Action Requested:*	New (Create a new Position Description)
Internal Team:*	FL-Contracts & Procurement - 10064
Job Code/Employee Classification:*	Buyer III <u>Job Code: 4794</u>
Classification Title:	Buyer III
MPP Job Code:	NA
Position Number:	Buyer III <u>Position no: FL-10005082</u>
CSU Working Title:*	Buyer III
Salary Range/Grade:	4794-RANGE A-Grade-1 Minimum: \$ 4,747.00 Maximum: \$ 8,589.00 Pay Frequency:
Reports to Supervisor:	Maria Salmones-Rafael
Reports To:*	Associate Director, Contracts & Procurement <u>Position no: FL-10006288</u>
Campus:*	Fullerton
Division:*	VP, Administration & Finance
College/Program:*	AVP of Financial Services
Department:*	Contracts & Procurement - 10064
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:	NA

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:	No
Access/control over cash cards and expenditure:	No
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:*

Under the supervision of the Associate Director, Contracts and Procurement, the Buyer III has the responsibility for coordination and execution of purchase orders, leases, maintenance agreements, and complex contracting activities including highly specialized and long-term contracts. In accordance with State and CSU policies and procedures, the incumbent works with a high degree of independence and procures a wide variety of commodities and services. The incumbent leads the Request For Proposal (RFP) process including facilitates/develops and reviews specifications and Statement of Works, prepares and executes informal and formal bid solicitations, including advertising in FISCAL, Planet Bids, and CSUBUY, conducts public bid openings, coordinates evaluations of supplier selections, issues contracts/agreements, ensures and maintains good supplier relations, resolves discrepancies, and prepares reports as assigned.

As a member of the Contracts and Procurement Team, the Buyer III supports efforts in promoting an inclusive environment of teamwork and contributes towards ensuring diversity, equity, and inclusion are incorporated in department operations, programs, and services. The incumbent will represent the Contracts and Procurement Team in campus events and provide excellent customer service to supporting the needs of the campus community. Other duties as assigned.

Minimum Qualifications:*

Buyer III

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 abilities shown above may be substituted for the required education on a year-for-year basis.

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.

Thorough knowledge of the principles, practices, and procedures of purchasing, including administration of contracts and service agreements; thorough knowledge of 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 as demonstrated by: Ability to use a computer. Ability to: administer all aspects of bid procedures according to laws and codes; monitor contracts and service agreements; 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 others; act promptly to resolve actual or potential problems when required; develop long-range plans, including recommendations for policies and procedures affected by the plans; establish and maintain cooperative working relationships with vendors and with faculty, students, administrators, and members of the general public; read and write clearly in English. Working knowledge of functions such as receiving and property accounting as they relate to the purchasing process.

Thorough knowledge of the principles, practices, and procedures of purchasing, including administration of contracts and service agreements; thorough knowledge of 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.

A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered a position with the CSU. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current CSU employees who apply for the position.

Required Qualifications:**Preferred Qualifications:**

Higher Education or Public Sector experience, knowledge of general procurement policies and procedures
 Knowledge/experience with ERP Financial Systems as it relates to the procurement function.
 Knowledge of CSU Public Works bidding (Multiple Project Delivery Methods) and general contracting
 Experience and knowledge of clinical, affiliation, and student learning standard agreements.

Special Conditions:

Live Scan required

License / Certification:

CA Driver's license

Supervises Employees:* Yes No**If position supervises other employees; list position titles:**

Job Duties

JOB DUTIES

% of time	Duties / Responsibilities	Essential / Marginal
60	Procurement of goods, services and contract administration to ensure quality and continuity of supply in support of campus operations <ul style="list-style-type: none"> - Evaluate requisitions for clarity, pricing, delivery, special requirements and appropriate funding - Process large volume of procurement transactions in CFSPeopleSoft Financial System ensuring accuracy and timely processing - Research and analyze specifications utilizing product knowledge and expertise - Determine best use of existing CSU and State Master agreements and joint purchasing agreements - Apply sound business practices in accordance with CSU policies and procedures - Provide guidance and advise to campus personnel utilizing professional judgment - Consult with Risk Management to obtain risk assessments for applicable service requirements - Consult with General Counsel regarding contract language content as appropriate - Maintain consistent communications with campus personnel regarding their order status and timely follow-up 	Essential
20	Preparation and processing of bid solicitations to ensure fair and open competition <ul style="list-style-type: none"> - Process formal and informal bids (RFQs, IFBs, and RFPs) to maximize and leverage financial resources - Develop and review complex bid specifications/SOWs to meet all requirements and conduct market research as appropriate - Prepare clear and concise verbal and written responses to vendor and supplier inquiries - Facilitate and/or develop pre-qualification and award criteria when applicable - Conduct pre-bid conferences and public bid openings adhering to all applicable legal and procedural requirements - Evaluate and award contracts/agreements in compliance with State and CSU requirements 	Essential
10	Order analysis, research, reporting and supplier management <ul style="list-style-type: none"> - Consolidate and pool multiple requests thereby gaining potential volume/quantity discounts - Perform cost and value analysis as applicable - Develop purchasing strategies for best value procurements - Improve supplier base by developing, selecting and evaluating potential sources of supply - Research and resolve order discrepancies to ensure timely closeout of outstanding orders - Resolve issues affecting Accounts Payable, Budget, and Accounting - Prepare annual Recycled and SB/DVBE reports to CO 	Essential
10	Other Duties as assigned <ul style="list-style-type: none"> - Common Financial System (CFS): Assist in analysis and on-going functional assistance as required. - Contributes to efforts with ensuring diversity, equity and inclusion is incorporated in department operations, programs and services. - May serve on search committees and working groups, as needed. - Perform other duties to support office operations. 	Essential

SELECTION CRITERIA

There are no items to show

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:	Occasionally - Essential
Decision Making:	Frequently - Essential
Keyboarding and Mousing:	Occasionally
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:	Frequently - Essential
Pushing or Pulling:	Occasionally
Reaching Overhead:	Occasionally
Repetitive Motion of Upper Extremities:	Frequently
Sitting:	Constantly
Standing:	Occasionally - Essential
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:	NA
Other Physical and Mental Req No.1 Frequency:	
Other Physical & Mental Requirement No. 2 Description:	NA
Other Physical and Mental Req No.2 Frequency:	
Other Physical & Mental Requirement No. 3 Description:	NA
Other Physical and Mental Req No.3 Frequency:	
Other Physical & Mental Requirements:	NA

Environmental Requirements

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

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

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: NA
Other Environmental Req No.1 Frequency:
Other Environmental Requirement No. 2 Description: NA
Other Environmental Req No.2 Frequency:
Other Environmental Requirement No. 3 Description: NA
Other Environmental Req No.3 Frequency:
Other Environmental Requirements: NA

POSTING DETAILS

Advertising Summary: The Division of Administration and Finance serves as the backbone of the CSUF campus, managing a wide array of operations from maintaining and enhancing university buildings and grounds to providing important business support services. Campus beautification, classroom improvements, and technological advancements, continue to be a priority as we enhance the learning environment and facilities. It is the mission of the Division to provide customer-focused administrative support and steward our physical and financial resources in order to fulfill the university’s mission and support student success. Partnership with our diverse campus community and its many stakeholders are important in helping our operations provide excellent customer service and results.

Advertisement text:

We are seeking an exceptional individual to join our Contracts and Procurement team as a Buyer III. The ideal candidate in this role should have a positive attitude, an active, energetic mind, and a leadership style that is characterized by highly ethical practices and a commitment to diversity, openness, flexibility, integrity, and kindness.

USERS AND APPROVALS

Justification for Position: This position is replacing the Buyer III position in Contracts & Procurement.

Hiring Administrator:* Alex Rosales
 Email address: alexrosales@fullerton.edu

Approval process:* FL - PD Approval (Staff/MPP) - Dept Head

1. MPP Supervisor:	Alex Rosales ✔ Approved Apr 9, 2024
2. Department Head/Associate Dean:	Laleh Graylee ✔ Approved Apr 9, 2024
3. HR Classifier:	Tammy Dietzel ✔ Approved Apr 9, 2024
4. Appropriate Administrator/Dean:	Christine L. Muriel ✔ Approved Apr 15, 2024
5. Position Management:	FL-HRDI PM ✔ Approved Apr 15, 2024

HR/Faculty Affairs Representative:* FL-HRDI Classifier
 Email address: hrrecruitment@fullerton.edu