POSITION DESCRIPTION

Under the Supervision of the Director, Contract, Procurement and Risk Management Services, and work direction of Senior Buyer, executes the complete purchasing cycle related to purchasing materials, equipment, supplies, and services. Performs a variety of specialized buying duties related to purchasing materials, equipment, supplies, and services; processes purchase orders and requisitions using established purchasing procedures and regulations, and performs other related duties as assigned.

ESSENTIAL DUTIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. 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 class.

1. Performs the complete purchasing cycle including identifying purchasing strategy; selecting potential sources, interacting with vendors, consultants, faculty and staff.
2. Completes each requisition by selecting vendor, obtains pricing and terms and other buying considerations to generate a computerized purchase order.
3. Assembles and mails competitive bid packages; receives, opens, tabulates, reviews and analyzes bids; recommends acquisition of materials, equipment services, and supplies; ensures competitiveness of bidding process.
4. Maintains knowledge of and ensures compliance with a variety of laws, codes, regulations and restrictions related to the procurement of goods and services for the District.
5. Evaluates and recommends improved and/or less costly materials and supplies.
6. Advises departments and division of any changes in price or procedure and of restrictions on materials, which would prohibit purchase.
7. Keeps department and divisions advised of lead-time required on critical items.
8. Resolves problems with suppliers and discrepancies in orders as appropriate.
9. Selects and maintains information about sources of suppliers.
10. Acts as a resource person for product information.
11. Corresponds tactfully with vendors to resolve misunderstandings, complaints or to secure further pertinent information regarding purchased product.
12. Attends and participates in Datatel meetings.
13. Maintains records and files on a computerized purchasing system.
14. Determines items to be placed on the fixed asset report according to the purchasing department system, working with Fiscal Services.
15. Assists Senior Buyer and Director with the monitoring, training, and work direction of short term employees and/or college assistants assigned to the department, as directed.
16. Cross-trains and performs the essential duties of equal or lower level classifications/positions within the department, as required.
17. Performs other related duties as assigned.

This position is a high priority for our district for the 2016-17 year, and is contingent upon continued available district and state funding.
DEMONSTRATED KNOWLEDGE AND ABILITIES

Position requires knowledge of:
- Purchasing principals, procedures and terminology.
- Methods of invoicing, taxes, and freight terms.
- Sources of supplies and commodity markets.
- Knowledge of fundamentals of automated purchasing systems and current software.
- Principles of letter writing and basic report preparation.
- English usage, spelling, grammar and punctuation.

Position requires ability to:
- Learn, interpret, and apply institutional, state, and federal regulations, legal mandates, policies, rules, and guidelines to a variety of operational procedures.
- Apply knowledge of modern office practices and equipment including automated word processing, record management and filing systems, telephone techniques, correspondence development, and report writing.
- Research material to purchase and analyze situations accurately.
- Evaluate quality and price of products to judge suitability of goods and alternatives offered. Demonstrate excellent customer service skills and ability to multi-task in a high stress, team-oriented environment.
- Organize and prioritize work in anticipation of needs and deadlines; handle diverse tasks quickly and accurately.
- Learn routine operational processes/responsibilities of the office to be able to perform them with accuracy.
- Perform repetitive work, or continuously perform the same work with accuracy and efficiency.
- Establish and maintain comprehensive and accurate files and records, prepare concise and complete reports as required.
- Provide appropriate information to the students, faculty, staff, and the public in a friendly and professional manner.
- Work independently, assume responsibility, and use professional judgment based on established guidelines and procedures.
- Type with speed and accuracy; make arithmetical calculations in like manner.
- Work effectively and demonstrate currency of knowledge with computers and other forms of advanced technology utilized in providing high-quality services.
- Communicate effectively orally and in writing.
- Understand and carry out oral and written directions.
- Establish and maintain cooperative working relationships with faculty, staff, trainees, and others connected in the performance of duties.
- Adapt to changing student and procedural requirements.
- Show willingness to participate in cross-training activities; ability to learn quickly and retain new information.
- Demonstrate clear evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students, staff, and community.

MINIMUM REQUIREMENTS

Experience: Two (2) years of full-time equivalent experience working in a purchasing or accounting department. Completion of 24 semester units from an accredited college or university in purchasing, accounting and/or business administration may be substituted for one (1) year of experience.

Education: Education equivalent to an Associate’s degree (60 semester units) from an accredited college or university is required. Two (2) years of direct buyer experience in addition to that identified above may be substituted for each year (30 semester units) of college.

Desirable Qualifications:
- Two (2) years of full-time equivalent buyer experience.
- Experience working in community colleges, universities, K-12 schools, or government-regulated agencies.
- Associate’s degree.
- College course work in the purchasing, accounting and/or business administration.
- Previous experience working with an administrative computer information management system.
- Proficient in MS Word/Excel/Access software applications.

SALARY PLACEMENT

Salary placement will be on Range 32 of Classified Represented Salary Schedule B ($2,018.28 - $3,155.43 per month as pro-rated for 47.5%). Initial salary step placement for new employees is customarily at step 1, 2, or 3 ($2,018.28 / $2,140.83 / $2,262.43 per month as pro-rated for 47.5%) of this 11-step salary range; step advancement is yearly up to step 7; with advancement to step 8 after two years at step 7. Employee must spend at least two years at Step 8 before moving to Step 9; three years at Step 9 before moving to Step 10; and four years at Step 10 before moving to Step 11.

Probationary period for new Classified employees is one year. Work year is 12 calendar months. The normal workweek for this position is 19 hours. Paid holiday, discretionary, vacation, personal necessity, and sick time are provided and will be pro-rated based on hours worked. A regular work schedule will be assigned, with the ability to work a flexible schedule as needed. A Classified employee is required to either become a dues paying member of the Classified School Employees Association (CSEA) Chapter, or pay a service fee.
PHYSICAL CHARACTERISTICS
Position requires sitting and viewing a computer monitor for extended periods of time plus frequent periods of standing and walking, which may include climbing staircases; dexterity of hands and fingers to operate a computer keyboard and related equipment; stooping, kneeling, crouching, crawling, twisting/turning, bending at the waist, and reaching in awkward positions; frequently exerting 10 to 20 pounds of force to lift, carry, push, pull or otherwise move objects; hearing and speaking to communicate and provide information to others; vision to read printed material and computer monitor; handling and working with various materials and objects; intermittent exposure to impatient, angry and/or verbally aggressive individuals; and travel from site-to-site.

DISTRICT CLASSIFIED EMPLOYEE BENEFITS
This is a part-time position working 19 hours per week and is not eligible for District paid health and welfare benefits. Professional development opportunities are provided to all employees. Educational incentives are available to eligible Classified Represented and Confidential employees.

RETIREMENT: This position is not eligible for PERS retirement plan unless hours exceed 1,000 in a fiscal year.

CONDITIONS OF EMPLOYMENT
Successful completion of background fingerprint clearance, pre-employment physical examination (disabilities not related to the physical job will not affect the application process) and TB screening.

Proof of eligibility to work in the United States and signing of loyalty oath per government codes 3100-3109.

Meeting applicable eligibility requirements under CalPERS or CalSTRS if you are a current or former member.

Board of Trustees approval.

Official, sealed transcripts are required upon offer of employment.

Must be able to work stated shift.

OTHER POSITION SPECIFIC CONDITION:
Due to department specific workload demands, the department has established an internal vacation use policy.

EQUAL EMPLOYMENT OPPORTUNITY
The Santa Clarita Community College District does not discriminate on the basis of race, religious creed, color, ethnic or national origin, ancestry, citizenship status, uniformed service member status, physical disability, mental disability, medical condition, marital status, sex, pregnancy, age, sexual orientation, gender identity, or any other protected basis under the law.

Applicants who have disabilities may request that accommodations be made in order to complete the selection process by contacting the Human Resources office directly at (661) 362-3427.

ABOUT THE DISTRICT
Innovative. Collaborative. Entrepreneurial. These characteristics not only define College of the Canyons, but also mark the faculty, staff, and administrators who make this college one of the most unique among the 113 California Community Colleges.

Established in 1969, College of the Canyons is among the fastest growing community colleges in the nation. It is widely recognized as a model community college for enhancing student access, success, and equity. In fact, its completion rates rank among the highest in the state. The college has also established a well-deserved reputation for bolstering economic development, and offering innovative career technical education responsive to industry needs.

Guided by visionary leadership, College of the Canyons serves the dynamic, growing Santa Clarita Valley and surrounding regions within a 367-square-mile area of northern Los Angeles County. A steady infusion of new residents and businesses creates a spirit of possibilities that inspires the college to be flexible, creative, and attuned to the evolving needs of the community. The growing diversity of the community is mirrored by the college, which qualifies as a Latino-serving institution.

The college’s influence in the community is best illustrated in the dozens of collaborative partnerships it has forged with local school districts, regional government entities, and service organizations. Thousands of children visit the college’s Performing Arts Center annually thanks to the K-12 Arts Education Outreach initiative. Together, the City of Santa Clarita and the college operate the WorkSource Center to bring job seekers together with employers. And, Academy of the Canyons, an early/middle college high school that is ranked among the top 10 percent of high schools in the nation, is housed on our Valencia Campus.

College of the Canyons is housed on two campuses – Valencia and Canyon Country. It features 62 degree and 71 certificate programs, along with 19 associate degree for transfer (AD-T) options. Classes are offered during traditional fall and spring semesters, as well as shorter, intensive summer and winter sessions. In addition, the University Center located on the Valencia Campus offers approximately 40 certificates and credentials, along with bachelor’s and master’s degrees, from partnering four-year colleges and universities.

Because of the college’s commitment to meeting the needs of the community, local voters have approved two bond measures valued at more than $240 million since 2001. The college also secures substantial funds from the state, and millions of dollars in grants each year that allow new, cutting-edge programs to be developed and facilities to be built to accommodate them. The college is designated as a Hispanic Serving Institution.

Given its commitment to growth and innovation, College of the Canyons sets a new standard for what a college can achieve. It is a vital cultural, educational and economic force in the region. Join us here, and you will discover unexpected opportunities, the freedom to innovate, and a chance to shape the future.
All application materials must be uploaded online or received in the Human Resources office by the end of the day on the Review Date in order to assure consideration for this position. Postmark is not acceptable for this purpose. Separate application materials must be submitted for each position applied for. Materials submitted become property of the District and will not be returned, copied, or considered for other openings. The Human Resources office is located in the University Center, Suite #360 at 26455 Rockwell Canyon Road, Santa Clarita, CA, 91355.

Your application is not complete until the following required materials have been uploaded online or received by the Human Resources office:

- **Online District CLASSIFIED Application.**
- **Detailed resume,** which includes month/year dates of employment and descriptions of responsibilities at each employer.
- **Letter of interest** (cover letter). In your letter, please address your qualifications and experience as they pertain to the job duties and the abilities section of this announcement.
- Copies of complete and legible **college transcripts** clearly indicating all college units earned and any degree awarded. You can submit unofficial copies of transcripts for application purposes. Copies of diplomas are not acceptable in lieu of college transcripts. Official, sealed transcripts are required upon offer of employment. Please see our website for the requirements for evaluation of transcripts from foreign colleges or universities.
- **Supplemental Questionnaire.** Please answer the following questions as part of your application packet.

1. Do you possess education equivalent to an Associate’s degree or higher from an accredited college or university? (yes/no) Please provide a legible copy of your college/university transcript in your application packet. Copies of diplomas are not acceptable in lieu of college transcripts.

2. Please describe your experience working in purchasing or related activities. Please include employer name(s), position title(s), dates of employment, full-time or part-time status (including number of hours per week), your roles and responsibilities and how those responsibilities have increased with each position. Please provide your total years of full-time equivalent experience in this field.

3. Identify any courses you have taken in purchasing, accounting, and/or business administration. Please include course title, units, name of educational institution, and a brief description of the course. Please ensure that copies of transcripts with the mentioned coursework are submitted as part of your application materials if you are using this coursework to meet the position’s minimum qualifications.

4. Please describe your experience working with a computerized purchasing system or administrative software program (such as Banner, Datatel, or PeopleSoft) or a proprietary system.

5. Describe your experience working with MS Office Suite, including Microsoft Word, Excel, and Access. Provide one or more examples of how you have used such programs in the workplace.

6. Do you have educational institution or government-related agency experience? If yes, describe your role(s) and responsibilities.

7. Please describe your customer service skills and experience.

8. Providing examples, please describe your ability to multi-task in a high stress, team-oriented environment.

9. Why are you interested in working as a “Buyer (47.5%)” part-time staff member at College of the Canyons?

- **Letters of Reference** are optional.

Please note:
- Skills evaluation of candidates for interview may be required.
- Travel and relocation expenses are the responsibility of the applicant.
- Hiring committees review all complete, qualified application packets. Possession of the minimum qualifications does not guarantee an interview.
- “Experience” generally refers to relevant paid experience. In some instances, unpaid experience may be counted as experience towards meeting the minimum qualifications or requirements for the position only if it entailed responsibilities substantially similar to those of relevant paid positions in the field. It is the applicant’s responsibility to provide sufficient information and details to the Human Resources office at the time of submission of their application packet. Details should include the organization, contact name and contact information, start and end dates, hours per week, and a list of relevant unpaid/volunteer duties or responsibilities performed. Not all unpaid experience may qualify. Upon offer of employment, an applicant will be required to obtain written verification(s) of any relevant unpaid/volunteer experience.

- Applicants are encouraged to apply online. If you need assistance with the application process, contact:

Human Resources Office
(661) 362-3427 • TTY/TDD (661) 362-5178
or visit our website at www.canyons.edu/Offices/HumanResources

It is the applicant’s responsibility to ensure that all application materials are fully and correctly submitted. All materials submitted are for this position only and become the property of the District. Materials will not be returned, copied or considered for other openings. Resumes may not be submitted in lieu of the official application form.

The College is expecting to conduct initial interviews between the weeks of June 27, 2016 and July 4, 2016 and conduct final interviews between the weeks of July 4, 2016 and July 11, 2016. This is an estimated timeline, and is subject to change.

Position is offered contingent on funding. We reserve the right to withdraw, extend the filing date, reopen, or delay filling this position. Recruitment may continue until the position is filled.

**COLLEGE OF THE CANYONS**
26455 Rockwell Canyon Road, Santa Clarita, CA 91355
www.canyons.edu

Continued on next column