

HILLSBOROUGH COMMUNITY COLLEGE

CLASS SPECIFICATION

<i>Class Title:</i> Buyer		<i>BOT Date:</i> Oct 1, 1996	
<i>Level:</i> G	<i>FLSA Status:</i> Exempt	<i>Class Code:</i> E0722	<i>Adm. Rev:</i>

GENERAL DESCRIPTION

Procures all goods and services for assigned commodity area(s) at the lowest cost appropriate. Coordinates bid openings and pre-bid meetings. Develops information for bid packages. Interfaces with vendors and researches competitive pricing and services. Make recommendations for commitment of College funds and coordinates ordering and pricing for assigned materials, equipment and/or services. Maintains bid files for reference and audit purposes. Prepares and/or analyzes reports on purchasing activities for use by management.

KEY RESPONSIBILITIES

% OF TIME

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1.*	Processes requisitions for purchase order conversion to place orders in compliance with state laws and College procedures. Maintains bid, vendor and purchase files.	20%
2.*	Initiates and prepares all documentation relating to assigned commodity area(s) including bids, RFPs, RFBs and RFQs.	15%
3.	Meets and/or communicates with vendors to solicit business or resolve disputes or discrepancies. Also communicates with user departments.	15%
4.	Researches discrepancies relating to bids, purchase orders and documents.	15%
5.	Compiles and interprets data in order to prepare reports on purchasing and W/MBE company activities.	10%
6.	May serve on College committees and may prepare board agenda items.	10%
7.	Conducts price analyses and coordinates the development of specifications.	8%
8.	Communicates with other agencies to utilize joint bids.	7%
9.	Performs other similar and related duties as assigned.	

* Indicates an "essential" job function.

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KEY JOB REQUIREMENTS		
<i>Education:</i>	Bachelor's Degree required.	
<i>Experience:</i>	3 to 5 years prior related work experience required.	
<i>Planning:</i>	Plan events that are expected to occur in the next one to three months or on a quarterly basis. The primary scope of planning activities in this position affects the department or equivalent.	
<i>Impact on Budgets:</i>	Has a strong, but not controlling, voice in decisions on the budget; can authorize or recommend expenditures within an approved budget. Actions may have a direct contribution on the methods used to generate revenues. Provides supportive advice, analysis, or related services which impact the expense or revenues but with no authority to actually spend the budget. May collect or process revenues/expenses.	
<i>Impact of Decisions:</i>	Makes recommendations or decisions which typically affect the assigned department, but may at times affect operations, services, individuals, or activities of the campus.	
<i>Complexity:</i>	Work is complex and varied and requires the selection and application of technical and detailed guidelines. Moderate analytic ability is needed to gather and interpret data where results/answers can be found after analysis of several facts.	
<i>Decision Making:</i>	Supervision is present to establish general objectives relative to a specific project. Independent judgment is required to identify, select, and apply the most appropriate of available guidelines and procedures, interpret precedents, and adopt standard methods or practices to meet variations in facts and/or conditions.	
<i>Problem Solving:</i>	Problems are not easy to identify, but are similar to those seen before. Solutions can often be found by using methods chosen before in similar situations.	
<i>Communication with Others:</i>	Requires regular internal and external contacts to carry out programs and to explain specialized matters, or occasional contacts with officials at higher levels on matters requiring cooperation, explanation and persuasion.	
<i>Supervision of Others:</i>	Provides limited supervision for one or more functions within a department. Formally plans, assigns, directs, and coordinates the work of these functions. Nature of work supervised is limited to highly standardized, routine administration duties.	
<i>Job-Related Knowledge:</i>	Requires entry-level knowledge of theories and practices of a professional field. This level is reserved for an individual with a four-year degree or with high-level vocational skills demonstrated by a number of years of on-the-position experience. Writes reports using technical data requiring considerable interpretation, developing new methods and procedures. Frequently applies knowledge to practical issues.	
<i>Innovation/Creativity:</i>	Work requires using original and creative thinking to develop new, moderately complex results. The results generally impact several work groups, a large project or an extended customer base.	
<i>Working Conditions/ Physical Effort:</i>	Work requires only minor physical exertion and/or physical strain. Work environment involves only infrequent exposure to disagreeable elements.	