
YUBA COMMUNITY COLLEGE DISTRICT

Human Resources Development and Personnel Services

Building 100A, Room 21

2088 North Beale Road, Marysville, CA 95901

TTY: (hearing impaired): (530) 634-7760

Visit our Web Site at: www.yccd.edu

CLASSIFIED RECRUITMENT – RE-EXTENDED

CATEGORICALLY FUNDED – POSITION CONTINGENT UPON CONTINUED FUNDING AND BOARD APPROVAL

POSITION: MEASURE J BOND SENIOR BUYER/CONTRACTS
DEPARTMENT: PURCHASING
FINAL FILING DATE: FRIDAY, FEBRUARY 22, 2008 BY 12:00 NOON. (POSTMARKS ARE NOT ACCEPTED)
LOCATION: *SCHEDULED TO BE ASSIGNED TO: YUBA COLLEGE
SALARY: \$3665 - \$4029/MO. (CSEA Salary Schedule, initial placement will not be higher than the above listed salary, the top step for this position is \$5108/MO.)
COMMENCING: As Soon As Possible

BASIC FUNCTION: Under the direction of the Director of Purchasing/Contracts perform duties and responsibilities specific to contracts and buying functions related to Measure J Bond projects. Plan, organize, coordinate, and expedite Measure J Bond Project purchasing and procedures including formal bidding, maintaining Measure J Bond project files, develop District standards for furniture, fixtures and equipment, develop and implement the Uniform Public Construction Cost Accounting Procedures in accordance with established policies, procedures and guidelines. Prepare complex specifications, write, negotiate and administer District contracts specific to Measure J Bond projects.

DISTINGUISHING CHARACTERISTICS: The Senior Buyer position is distinct from the Buyer classification in that the scope, level of difficulty, complexity of assignments, degree of contact with District administration, public and vendors, independence of actions and consequence of decisions made are all significantly higher.

REPRESENTATIVE DUTIES:

- Perform a variety of duties confined to Measure J Bond purchases including the purchase, acquisition, and installation of furniture, fixtures and equipment and related technology, construction services, professional services, supplies, delivery, and installation in accordance with established policies, procedures and guidelines. (E)
- Work with District personnel to develop standards and specifications for furniture, fixtures and equipment acquisitions. (E)
- Provide technical assistance to district personnel and make recommendations regarding purchases; prepare written quotations for major purchases. (E)
- Investigate & analyze new products & supply sources for furniture, fixtures, & equipment; analyze product sources, quality, price and availability. (E)
- Contact appropriate vendors to obtain price quotes, availability, methods of procurement, delivery and data to complete purchase orders. (E)
- Interview & select vendors regarding furniture, fixtures and equipment purchases and bids; evaluate prices, products, services and sources. (E)
- Perform purchasing transactions for furniture, fixtures, & equipment or services required by District operations. (E)
- Follow up on and expedite (Measure J) purchase orders and requisitions within established procedures. (E)
- Resolve procurement problems or complaints from (Measure J) suppliers, manufacturers and District personnel. (E)
- Prepare formal bid documents for Measure J Bond Projects, conduct bid conferences, open and evaluate bid responses and recommend contract awards to the Board of Trustees. (E)
- Develop the Uniform Public Construction Cost Accounting Procedures for the District and update as needed. (E)
- Attend and conduct a variety of Measure J Bond Projects meetings with staff, vendors and others to develop bid procedures, clarify specifications, finalize contractual agreements and resolve conflicts. (E)
- Monitor vendor compliance with legal requirements such as bonds of performance and payment and certificates of insurance related to contracts, including construction contract requirements. (E)
- Negotiate with vendors and recommend award on purchasing contracts.
- Maintain master contract files and coordinate the development review and implementation of contract terms.
- Verify the availability of Measure J funds; issue related purchase orders, contracts and agreements. (E)
- Ensure classroom furniture purchases and specs comply with Section 508 and ADA requirements. (E)
- Perform other related duties related to the procurement and installation Measure J Bond Projects.

KNOWLEDGE OF:

- Principles and practices of governmental purchasing
- Principles and practices of public works contracting
- California Public Contracts Code, Education Code, and other legal codes that apply to purchasing and to public works projects; including building, construction and renovations
- Principles and practices of administration, supervision, and training
- Technical aspects of purchasing
- Types of supplies, furniture and equipment used in a community college district
- Potential responsible vendors
- Modern office practices, procedures, and equipment
- Record-keeping techniques
- Correct English usage, grammar, spelling, punctuation, and vocabulary
- Oral and written communications skills
- Applicable sections of the State Education Code, the Public Contract Code and other applicable laws
- Specialized technical or historical background of vendors

ABILITY TO:

- Analyze situations accurately and adopt an effective course of action
- Apply sound business practices in the development and analysis of purchases and contracts
- Establish and maintain effective working and public relationships
- Communicate effectively both orally and in writing
- Work with and organize personnel for decision making purposes
- Interpret and apply state code governing public purchasing

- Review purchase requisitions and effectively purchase supplies, furniture and equipment
- Prepare clear and concise specifications in accordance with established procedures and formats
- Operate a computer and use software to include both word processing and spreadsheets
- Understand and follow oral and written directions
- Work independently with little direction and meet established schedules and timelines
- Collect and organize data and information
- Maintain accurate records and prepare reports
- Work confidentially and with discretion
- Learn District organization, operations, policies, and objectives

EDUCATION AND EXPERIENCE: Any combination equivalent to: a Bachelor's degree in business administration or related field and five (5) years of increasingly responsible purchasing experience, to include two (2) years of experience bidding construction projects for a public agency. Certified Purchasing Management certificate or completion of a formal professional certification program in purchasing could substitute for education and experience.

WORKING CONDITIONS:

- Office environment
- Frequent interruptions

PHYSICAL ABILITIES:

- Must sit for long periods of time
- Use of hands and fingers to operate an electronic keyboard, calculator or other office machines
- Speak clearly and distinctly to answer telephones and to provide information
- Hear and understand voices over telephone and in person
- See to read fine print and operate computers
- Reach with hands and arms
- Lift to carry and/or move objects weighing up to 10 pounds

REQUIRED DUTIES: Demonstrate sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students.

*** This position is anticipated to be assigned to Yuba College but may be assigned temporarily or permanently within the District.**

IF YOU NEED REASONABLE ACCOMMODATION TO APPLY FOR THIS POSITION, please contact the Personnel Office at (530) 741-6975 OR TTY (530) 634-7760. Leave your name, mailing address, and a daytime telephone number and application materials will be mailed to you.

WORKING CONDITIONS: Categorically funded positions are contingent upon funding. Smoking is restricted in many areas of the Yuba Community College District. Woodland Community College is a tobacco free campus.

INTERVIEW: A candidate selected for interview will be required to visit Yuba College at his/her own expense upon a date selected by the District. Meeting the minimum qualifications does not guarantee an interview.

FOREIGN TRANSCRIPTS: Must include a U.S. evaluation and translation. Please contact the Office of Human Resources for a list of agencies providing this service.

PRE-EMPLOYMENT REQUIREMENTS: All Academic, Classified and Management employees shall be required to provide fingerprints to the District for the purpose of obtaining a criminal history as authorized by the California Education Code and all fees are the responsibility of the selected candidates.

EQUAL EMPLOYMENT: Yuba Community College District is an Equal Employment Opportunity Employer and guarantees equal opportunity regardless of race, color, creed, national origin, ancestry, gender, marital status, disability, religious or political affiliation, age or sexual orientation and does not discriminate in its educational programs, in employment nor in any other of its activities.

PART-TIME (less than .60 FTE): Part-time positions less than .60 FTE are not entitled to any District paid fringe benefits. The District does however; provide the employee prorated leaves including vacation, sick leave and paid holidays. Employees less than .50 FTE contribute to an Alternative Retirement System (Apple). Employees whose, FTE is between .50 and .60 contribute to the California Public Employees Retirement System (PERS).

BENEFITS: The District provides health, dental, vision and life insurance for employee and dependents for positions whose FTE is .60 or higher. The District and the employee contribute to the Public Employees' Retirement System, which is integrated with Social Security. **INITIAL PLACEMENT WILL NOT BE HIGHER THAN THE LISTED SALARY, STEP 3 OF THE CSEA SALARY SCHEDULE, ACCORDING TO THE CLASSIFIED POLICY AND PROCEDURES HANDBOOK.**

APPLICATION PROCEDURE & DEADLINE: A District application and the Diversity Statement are required. The application is available at the Human Resources Office, 2088 North Beale Road, Building 100A, Room 21, Marysville, CA 95901 OR TTY (530) 634-7760 OR visit our Web Site: www.yccd.edu. It is the responsibility of the applicant to insure that all application materials are received in the Personnel Office by **FRIDAY, FEBRUARY 22, 2008 BY 12:00 NOON.**

It is the sole responsibility of the applicant to ensure that all application materials are received by the application deadline date. All submitted materials become District property, will not be returned, will not be copied and will be considered for this opening only. Faxed, emailed or incomplete and/or late applications will not be forwarded for further consideration.

PLEASE NOTE: OUR OFFICE IS NO LONGER SENDING OUT APPLICATION PACKETS. WE ARE NO LONGER ACCEPTING ANY FAXED OR EMAILED MATERIALS – (APPLICATIONS, RESUMES, ETC.)

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