



## SENIOR BUYER

**JC:** 000176  
**PG:** SEIU-10  
**FLSA:** Non-Exempt

**BU:** 04 (SEIU)  
**Created:** August 2018

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

### **DEFINITION**

Under general supervision, coordinates purchasing program activities and operations within the Purchasing Division of the Procurement Department; executes the most difficult and unique purchasing transactions for a variety of materials, supplies and equipment; investigates and develops new sources of supplies; coordinates assigned activities with other divisions, outside agencies and the general public; provides staff assistance to the Manager of Purchasing; and performs related duties as assigned.

### **CLASS CHARACTERISTICS**

This is the advanced journey level classification within the Buyer series. Positions in this classification are fully competent to perform all levels of purchasing activities, and possess a specialized, technical, or functional expertise in purchasing and may exercise lead supervision over lower level staff. Employees are typically assigned significant responsibilities above the journey level and work independently with initiative and independent judgement. This classification is the primary liaison between requesting departments and the Purchasing Division, ensuring that knowledge of purchasing processes, rules and procedures are shared and understood. This classification is distinguished from the Buyer classification in that the former performs the most complex and difficult work assigned to series and may serve in a working lead capacity over lower level staff.

### **REPORTS TO**

This position reports to the Manager of Purchasing.

### **EXAMPLES OF DUTIES** - *Duties may include, but are not limited to, the following:*

1. Prepares and processes the most difficult and unique Informal Bids and purchasing transactions for inventory and non-inventory commodities in accordance with state and federal statutes as well as BART policies and procedures; coordinates purchase planning process with requesting departments to ensure process times and lead times are incorporated into overall planning.

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2. Identifies and selects vendors to procure highly technical commodities meeting criteria of price, quality, quantity, availability, and delivery dates and place orders.
3. Identifies opportunities for improving service delivery methods and procedures; identifies resource needs; reviews with appropriate management staff; implements improvements.
4. Develops and refines Vendor Management and Best Value programs.
5. Researches and qualifies vendors; assists staff in the preparation of specifications, bid invitations, and requests for proposals; reviews and analyzes proposals; resolves vendor problems.
6. Interviews sales representatives and researches companies to develop new sources of commodities.
7. Works closely with Manager of Purchasing and Buyers to maintain quality of work product; prepares for Federal Transit Administration (FTA) Audits and maintain file system.
8. Provides staff assistance to the Manager of Purchasing; participates on a variety of committees; prepares and presents staff reports and other correspondence as appropriate and necessary.
9. Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of purchasing.
10. Works closely with IT, Accounts Payable and Accounts Receivable to correct any network, software, payment & receivable issues.
11. Coordinates planning of Qualified Products List (QPL) and long-term contracts, with requesting departments.
12. Works closely with Logistics Department to maintain acceptable Return to Vendor Program.
13. Works closely with Inventory Management on ROP's, budgetary concerns, software integration issues, and forecast management.
14. Works closely with Vehicle System Engineers and Maintenance & Engineering to locate and qualify new vendors and products.

## **QUALIFICATIONS**

### **Knowledge of:**

Operational characteristics, services and activities of a centralized general and technical purchasing program including surplus disposal activities.

Rules and regulations governing public agency purchasing and surplus disposal programs.

Methods and procedures of materials management and surplus disposal.

Current office procedures, methods and equipment including computers.

Mathematical principles.

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Methods and techniques of providing centralized purchasing services.

Principles and procedures of record keeping.

Principles of supervision, training and performance evaluation.

Materials, equipment and supplies standard within the transit industry.

Related Federal, State and local laws, codes and regulations.

### **Skill in:**

Training and evaluating staff.

Interpreting and explaining District policies and procedures.

Preparing bid specifications and requests for proposals.

Preparing clear and concise statistical and narrative reports.

Communicating clearly and concisely, both orally and in writing.

Operating office equipment including computers and supporting word processing and spreadsheet applications.

Establishing and maintaining effective working relationships with those contacted in the course of work.

### **MINIMUM QUALIFICATIONS**

#### **Education:**

A Bachelor's degree in business administration, public administration, economics, accounting or a closely related field from an accredited college or university.

#### **Experience:**

Three (3) years of (full-time equivalent) verifiable professional purchasing experience.

#### **Substitution:**

Additional professional experience as outlined above may be substituted for the education on a year-for-year basis. A college degree is preferred.

### **WORKING CONDITIONS**

#### **Environmental Conditions:**

Office environment; exposure to computer screens.

#### **Physical Conditions:**

May require maintaining physical condition necessary for sitting for prolonged periods of time.

**BART EEO-1 Job Group:** 0530 – Purchasing Agents

**Safety Sensitive:** No