



## Job Description

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<b>Job Title:</b>	Senior Buyer	<b>Grade:</b>	K
<b>Department:</b>	Procurement	<b>FLSA:</b>	Exempt

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*The incumbent in this job is expected to assist the College in achieving its vision and mission. Customer focus, college service, and a willingness to assist as needed are expectations for all employees.*

### **General Function:**

Assists the Supervisor of Procurement by supervision, coordinating staff activities and performing a variety of complex administrative tasks (including interpreting/administering/explaining Procurement's guidelines/regulations, assisting staff in writing specifications for College's requisitions, ensuring purchasing comply with Procurement's guidelines/regulations, etc.) related to Procurement. Coordinates assigned activities with other departments and outside organizations.

### **Characteristic Duties and Responsibilities:**

1. Handles all aspects of the CPCC Procurement Card (P-Card) and Fuel Card including audit of expenses charged to P-card and Fuel card, requests new cards, cancels/terminates cards, changes P-card limitations due to the Iran Divestment Act requirements, assists CPCC employees in following P-card/Fuel card guidelines. Responds to inquiries and acts as a liaison between CPCC employees, Bank of America, Wex Inc., NC Purchase and Contract, etc.
2. Performs the same duties/responsibilities as a Senior Buyer position by assisting the department in handling purchases for the assigned areas (Grants, WTVI, etc.); interprets/explains Procurements regulation/guidelines to CPCC employees, reviews and processes purchase requests and issues all BOs/POs for the assigned areas according to guidelines and be a liaison between CPCC, external vendors and NC Pruchase and Contract, etc.
3. Interprets, administers, and explains federal and state laws, regulations and guidelines governing procurement activities.
4. Assists with writing specifications for the creation of public solicitations for goods and services.
5. Assists with execution of the bidding process according to federal and state laws, regulations and guidelines.
6. Assists with Evaluation of bidders and serves as a liaison between college personnel and bidders.
7. Assists with review of contracts to ensure compliance with the terms and conditions of the state of North Carolina.
8. Maintains bid information and processes procurement transactions through E-Procurement and Colleague.
9. Documents and reports system issues within E-Procurement and Colleague systems.
10. Analyzes departmental budgets and provides guidance on appropriate budget transfers.
11. Confers with College departments to solve complex problems pertaining to procurement, accounting, budgeting, and general ledger systems.
12. Produces and analyzes reports from the College's financial system and from the E-Procurement system. Provides information and guidance based on the analysis of the data in the reports.
13. Maintains contract records and files.
14. Maintains the Procurement records and files

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The intent of this job description is to provide a representative summary of the essential functions that will be required of positions given this title and should not be construed as a declaration of specific duties and responsibilities of any particular position. Employees will be assigned specific job-related duties through their hiring departments. Specific job-related duties assigned by hiring departments shall be consistent with the representative essential functions listed above and shall not be construed as expanding a particular position's role, scope, FLSA status, or grade. September 2017



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15. Supervises assigned staff, assists with personal improvements plans and participates in Procurement staffing decisions.
16. Assumes responsibility as a back-up to the Supervisor of Procurement supervising other staff as needed.
17. Other duties as assigned.

### **Reporting Relationships:**

- Direction Received:** Reports to the Supervisor of Procurement
- Direction Given:** No authority or responsibility for the supervision of others

### **Minimum Requirements:**

Associate Degree from a regionally accredited institution in Accounting, Business Administration, Finance or related; or a High School diploma with 2 years of purchasing or contract management experience.

### **Preferred Qualifications:**

- Experience with E-Procurement and Ellucian
- Experience with Procurement or Contract Management

### **Knowledge, Skills, Abilities and Worker Characteristics:**

- Knowledge of College rules, regulations and procedures
- Familiarity with the College chart of accounts
- Knowledge of federal and state procurement laws, regulations and guidelines
- Ability to establish and maintain effective working relationship with staff, administrators and vendors
- Knowledge of budgetary policies, procedures and accounting principles
- Ability to make sound judgments and provide sound guidance
- Strong computer skills
- Strong organizational skills
- Strong written and oral communication skills
- Strong customer service skills

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### **Working Conditions:**

Typical office environment