BERGEN COMMUNITY COLLEGE

JOB DESCRIPTION

TITLE: Senior Buyer

DEPARTMENT: Finance

FUNCTION: Under direction, performs highly responsible work in the selection and purchase of materials, supplies, equipment and services for the College.

REPORTS TO: Assistant Director of Purchasing and Services

SUPERVISES: May be responsible for work direction of the buyer, clerical employees, and student aides.

MAJOR RESPONSIBILITIES:

Responsibilities include but are not limited to:

1. The Senior Buyer maintains relationships with faculty and administration in order to effect more economical buying, to stimulate planning of purchases, and to promote prompt and satisfactory service.

2. Conducts special surveys of sources of supply, buying needs of the College, method of obtaining favorable discounts, or other similar projects.

3. Acts as a specialist in the purchase of equipment requiring extensive technical knowledge of sources of supply, interpretation of specifications and possible substitutions.

4. Is responsible for a large coordinated buying program such as the purchase of supplies and equipment for the College.

5. Assists in training new buyers.

6. Prepares bidding documents related to small to medium sized projects.

7. Performs such other duties as may be assigned by his/her superior.

MINIMUM QUALIFICATIONS:

Knowledge, Skills and Abilities: Demonstrates understanding of the community college mission and practices an open door policy. Understands, interprets, and utilizes standard purchasing practices and procedures as outlines in New Jersey County College Contract Law. Has basic proficiency in the use of the Microsoft Office suite.
Exhibits strong skills in:
- Communication
- Customer and Student Focus
- Building Relationships
- Organizing
- Planning

Education: High School Diploma or the equivalent is required. Associate’s or Bachelor’s Degree preferred.

Experience: Minimum of four (4) years buying experience (preferably in higher education).

Bergen Community College is an equal opportunity employer and does not discriminate on the basis of race, color, religion, age, sex, national origin, disability, or veteran status.

Submitted by: ______________________ Date: ____________
Name/Title

Approved by: ______________________ Date: ____________
Name/Title

Reviewed by: ______________________ Date: ____________
Human Resources

Board Approval: ______________________ Date: ____________
Board Approval

THE COLLEGE RESERVES THE RIGHT TO MODIFY JOB DESCRIPTIONS AT ANY TIME WITH OR WITHOUT NOTICE