

Senior Buyer
College of the Canyons

Direct Link: <https://www.AcademicKeys.com/r?job=148387>

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Posted Oct. 28, 2020, expired Mar. 12, 2021

Job Title	Senior Buyer
Department	Business Services
Institution	College of the Canyons Santa Clarita, California
Date Posted	Oct. 28, 2020
Application Deadline	Nov. 20, 2020
Position Start Date	Available immediately
Job Categories	Classified Staff
Academic Field(s)	Fiscal Services
Apply Online Here	http://50.73.55.13/counter.php?id=188694

Apply By Email

Job Description

The Santa Clarita Community College District/College of the Canyons is seeking a full-time Senior Buyer in the Business Services division. The ideal candidate will share our college's commitment to educating the more than 32,000 racially and socioeconomically diverse students we enroll each year. Currently, our student body is approximately 45.4 percent Latinx/Hispanic, 32.2 percent White, 6.3 percent Asian, 5.5 percent African-American, 4.5 percent Pacific Islander, 2 percent multi-ethnic, and less than 1 percent Native American. The college was designated a Hispanic Serving Institution in 2015, reflecting our focus on enhancing the educational attainment and economic well-being of the community we proudly serve. As one of 20 community colleges in the state selected for the California Guided Pathways Project, we are focused on enhancing equity and implementing policies and practices that help all students achieve successful academic outcomes.

Senior Buyer

A Full-Time Classified Represented Position

Review Date: November 18, 2020

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Requisition# CLA20-347

Under the supervision of the Director, Contracts, Procurement, and Risk Management Services, performs the more complex duties supporting the purchasing of supplies, materials and services for the District; ensures compliance with all applicable laws and District policies; serves as lead person in the absence of the Director, Contracts, Procurement, and Risk Management Services; coordinates assigned activities with other departments, divisions and outside agencies; and performs a variety of technical tasks relative to assigned area of responsibility.

Minimum Requirements:

Experience:

Four (4) full-time equivalent years of progressively responsible experience in purchasing or accounting, preferably at an educational institution or government agency.

Education:

Education equivalent to an Associate's degree (60 semester units) from an accredited institution is required.

Please copy and paste this link to your browser for further details and the complete job announcement:
<http://50.73.55.13/counter.php?id=188694>

Application Process: Application materials must be submitted by the end of the day in the Human Resources Offices on November 18, 2020. Applicants are encouraged to complete their application online. Please visit our website at:

<http://www.canyons.edu/administration/humanresources>

If you require assistance, please call the Human Resources Office at (661)362-3427 or email us at: hro@canyons.edu Applicants may check the status of their application online and may expect to be notified within approximately 4-5 weeks following the review date as to the status of their application.

The Santa Clarita Community College District does not discriminate on the basis of race, religious creed, color, ethnic or national origin, ancestry, citizenship status, uniformed service member status, physical disability, mental disability, medical condition, marital status, sex, pregnancy, age, sexual orientation, gender identity, or any other protected basis under the law.

Applicants who have disabilities who need accommodation in order to complete the selection process should contact the Human Resources office directly at (661) 362-3427.



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EEO/AA Policy

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Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact