

**Buyer/Contracts Analyst
Cabrillo College**

Direct Link: <https://www.AcademicKeys.com/r?job=246690>

Downloaded On: Oct. 19, 2024 1:20pm

Posted Oct. 8, 2024, set to expire Oct. 24, 2024

Job Title Buyer/Contracts Analyst
Department Purchasing
Institution Cabrillo College
Aptos, California

Date Posted Oct. 8, 2024

Application Deadline 10/24/2024

Position Start Date Available immediately

Job Categories Classified Staff

Academic Field(s) Fiscal Services
Facilities/Maintenance/Transportation

Apply Online Here <https://apptrkr.com/5703913>

Apply By Email

Job Description

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Buyer/Contracts Analyst

Cabrillo College

Salary: See Position Description

Job Type: Full-time (100%)

Job Number: 2024-01893

Closing:



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10/24/2024 11:59 PM Pacific

Location: Aptos, CA

Department: Purchasing

Employment Opportunity

We need **YOU!** Cabrillo College is looking for staff to provide quality programs and services for a diverse student population promoting ever-evolving needs as our students grow toward their individual aspirational goals. Cabrillo is an Hispanic Serving Institution (HSI) with a special focus on enhancing the Latinx student experience. Come join our team, valuing high-level and innovative instruction, support services, a welcoming environment, and helping to change the world one student at a time!

This **full-time, 12-months per year Buyer/Contracts Analyst** performs professional procurement and contract administration functions; oversees the formal and informal bid processes including construction bidding and contracting; prepares bid specifications and requests for proposals and other vendor solicitations; issues bid requests and reviews quotations; manages fixed-asset tracking and inventory; provides expert professional assistance and guidance to District management on compliance with and changes to state and federal regulations, policies and procedures; and performs related duties as assigned.

The **ideal** candidate will share Cabrillo's commitment to educating its racially and socioeconomically diverse student population. Cabrillo College serves approximately 11,400 students per term. In the Fall of 2021, 58% of Cabrillo students are members of minoritized populations, identifying themselves as LatinX (48%), Multi Ethnic (5%), Asian (2%), Black Non-Hispanic (1%), Filipino (1%), American Indian/Alaskan Native (<1%) and Pacific Islander (<1%). In 2006, Cabrillo College was designated a Hispanic-Serving Institution, reflecting the great responsibility that the College has to the educational attainment and economic well-being of the surrounding community.

As a classified staff member at Cabrillo College, you will join a vibrant community of professionals and educators working together to provide a positive educational environment where our students experience diverse academic and cultural perspectives.

Examples of Duties

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

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- Assists the District Director of Procurement and Contracts with the development and implementation of enhanced work processes to improve department efficiency; participates in the development and implementation of sound, cost-effective and efficient purchasing and contracting standards, processes and procedures.
- Receives and evaluates purchase requests and purchase orders for the procurement of instructional and non-instructional supplies, equipment, materials and services; validates documentation and department approvals and ensures coding is accurate and within budget; determines best method of procurement, consistent with applicable laws and regulations and District policies and procedures; approves purchase requisitions and purchase orders up to pre-established limit.
- Conducts research to identify potential sources and vendors for specified products; obtains price quotes and data on comparative price, quality, availability, terms and delivery; negotiates prices and terms; performs price, cost and value analyses of bids, quotes and proposals to determine which responses best suit the District's needs; prepares documentation and awards contracts; places orders for products based on established guidelines; ensures procurement actions comply with policies, procedures and directives.
- Prepares and issues recurring and blanket purchase agreements; solicits and awards contracts for blanket purchase agreements; collaborates with departments to ensure purchasing processes provide for an uninterrupted supply of inventory equipment, materials, supplies, parts and other commodities that meet department needs.
- Manages the District's purchasing and contracting processes; prepares, assembles and issues Requests for Proposals, Requests for Quotations and other contractor solicitations; attends pre-bid briefings and job walks; reviews and advises department managers on complex scope-of-work documents to ensure clarity of work and contracting requirements; attends formal bid openings and assists with tabulating bidder ratings following established policies and procedures; notifies bidders of results; facilitates formal appeals process.
- Serves as point of contact between department staff and contractors/vendors to provide information and resolve issues; within limits of authority, negotiates and approves changes to scope of work within overall limits of contract budgets and District policies, procedures and applicable legal requirements.
- Prepares and reviews comprehensive documents, including contracts, contract amendments, equipment leases and other documents required to implement and monitor contractor activities; coordinates contracting activities with District departments and staff, general counsel and contractors/vendors; validates final contract documents for completeness and all necessary approvals; oversees approval and signature processes.
- Oversees fixed-asset management; ensures that new fixed assets are tagged, with accurate coding of asset category, type, life value and accounts matched to appropriate purchase orders;

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tracks fixed asset location; oversees accounting and reporting of depreciation; may participate in the sale or disposal of obsolete assets.

- Maintains Pre-Qualified Contractors list; posts annual notices and reviews applications; oversees approval process.
- Oversees the administration of District credit cards including issuing, suspending and cancelling cards and changing spending limits as approved by manager; assists end users with card issue resolution; runs online spending reports and recommends limit adjustments as needed.
- Interprets, explains and provides technical expertise and guidance to District staff, contractors and vendors in the acquisition of service, equipment and supplies including the development of technical specifications and procurement policies and procedures.
- Interprets, applies and ensures compliance with applicable laws, codes and regulations; remains current on applicable legislative decisions and developments.
- May act for the Director, Procurement and Business Services in that individual's absence.

OTHER DUTIES

- Provides work direction to lower-level department staff on a per project basis.
- Demonstrates sensitivity to and understanding of diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation and ethnic backgrounds of community college students, faculty and staff.
- Performs related duties as assigned.

Minimum Qualifications

EDUCATION AND EXPERIENCE

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

- Understanding of, and sensitivity to, the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation, of community college students, faculty and staff **AND**
- Graduation from an accredited college or university with a bachelor's degree in public administration, business administration, finance, logistics, or a related field **AND** four (4) years of progressively responsible professional procurement experience, at least two (2) of which were in a community college or public agency **OR**

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- An equivalent combination of training and experience.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Principles, practices, methods and concepts used in public agency procurement, contracting and contract administration.
- General types and sources of products, commodities and supplies used by a community college.
- Policies and practices of risk management as they pertain to contractor/vendor insurance requirements.
- Methods, practices and techniques of contract negotiation, development and administration.
- Principles and practices of financial analysis including cost-benefit analysis.
- Customer service practices and telephone communication etiquette.
- Practices and techniques of sound business communication; correct English usage, including spelling, grammar and punctuation.
- Modern office practices, procedures and equipment including advanced knowledge of computers and applicable software programs and specialized admissions and records databases and systems.
- Applicable sections of the California Education Code, Title V and other applicable laws.
- District, state and federal laws, rules, regulations and policies governing purchasing and contracting.

Skills and Abilities to:

- Perform routine and complex professional purchasing duties for the acquisition of a wide variety of goods, services and equipment.
- Evaluate contract documents and make sound recommendations for improvement.
- Expedite and prioritize purchasing transactions, deliveries and requests for services as needed.
- Organize, set priorities and exercise sound, independent judgement within areas of responsibility.
- Analyze and make sound recommendations on complex technical data, financing and legal requirements associated with areas of responsibility.
- Maintain auditable purchasing and bid files and records and prepare reports and presentations.
- Compose clear, concise and comprehensive correspondence, reports, studies, agreements, presentations and other written materials from brief instructions.
- Represent the District effectively in negotiations and dealings with the public, vendors and contractors.

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- Operate a computer and utilize both standard business software and procurement-specific software programs and databases.
- Establish and maintain effective working relationships.
- Uphold the District's mission, values and objectives including equity and Guided Pathways.
- Support an inclusive work environment that fosters diversity, respect and engagement.

LICENSES, CERTIFICATES AND OTHER REQUIREMENTS

- A valid California driver's license or ability to access and use alternative transportation.

Additional Information

Starting Salary Range:\$6,283 to \$7,274per month;plus 5% annual increases up to step 7, maximum initial salary step placement on the[classified salary schedule](#) is step 4. **Full-time (40 hours per week) assignment, 12months per year.MondaythroughFriday, with negotiable hours of 7:00 a.m.- - 4:00 p.m. OR 7:30 a.m. - 4:30 p.m. OR 8:00 a.m. - 5:00 p.m.**with evenings and weekends as required.

Classified employees are required to join the California Public Employees' Retirement System (CalPERS) and as such contribute up to 8% of their monthly salary to CalPERS on a pre-tax basis. Position scheduled to begin as soon as possible, pending continued categorical funding and Governing Board ratification. Salary is subject to proration based on beginning date of assignment.

Benefits: Our comprehensive benefits package includes medical, dental, life, short and long term, and vision (optional) insurance provided at a share of cost on a pretax basis, CalPERS Retirement and an Employee Assistance Program. Please see the [Benefitslink](#) on the HR webpage for more information.

Application Process:

1. Complete the application and answer all supplemental questions; provide detailed information to aid in determining the minimum qualification requirements have been met
2. Attach resume
3. Attach unofficial Transcripts for college coursework completed, if applicable, **displaying any degrees conferred** (copies, photos, and downloads are acceptable). Foreign Transcripts must be evaluated for U.S. equivalency at the applicant's expense -[click here](#) for more information

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Please note: All application materials must be received by 11:59 pm on the closing date indicated above.

Attention Applicants

Only completed applications with the above required documents will be reviewed by the committee. Application materials not required (including cover letters or letters of recommendation) for this position will not be reviewed. Remove personally identifiable information such as personal photos, social security number, birth date, age, and gender from your application materials. Expenses related to the recruitment process are the responsibility of the applicant. Cabrillo is unable to sponsor work visas. A position eligibility pool may be established in order to fill other full-time, part-time, or substitute assignments as needs arise.

Questions? Concerns? Please contact HR as Departments, Divisions, and Committee Members are unable to discuss active recruitments with potential candidates.

Selection Procedure

A search committee will review and invite applicants for an interview. Meeting the posted requirements does not guarantee an interview. A written performance exercise and/or presentation/demonstration may be a part of the interview, and finalists may be invited to return for a second interview. All notifications will be via email, and by accessing your [application profile](#).

Conditions of Employment

Selected candidates given a conditional offer of employment are required to submit tuberculosis screening clearance results, official transcripts, proof of eligibility to work in the United States, and present their Social Security card upon hire (for payroll purposes).

EEO Statement

Cabrillo College is an equal opportunity employer and actively seeks a diverse pool of qualified applicants. The policy of the College is to encourage applications from all persons. No person shall be denied employment because of ethnicity or race, color, sex or gender, gender identity, gender expression, age, religion, marital status, disability, sexual orientation, national origin, medical

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conditions, status or protected veteran status.

Accommodations

Persons with disabilities who require reasonable accommodation to complete the employment process must notify Human Resources at cabrillohr@cabrillo.edu.

To apply, please visit <https://www.schooljobs.com/careers/cabrilloedu/jobs/4680611/buyer-contracts-analyst>

Contact Information

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

Contact

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