CSUB JOB ANNOUNCEMENT

Position Title: BUYER II

Recruitment #: #1990

Full/Part-Time: Full-Time

Employment Type: Permanent

Bargaining Unit: R07

Salary: $3,656 - $5,763 per month | Non-Exempt

Department: Procurement & Contract Services

Available: Immediately

Special Conditions: Background/ Fingerprint

Sensitive Position: Yes

Posted: February 19, 2016

Closing Date: For priority consideration, application materials must be received by March 4, 2016, however, the position will remain open until filled.

Positions are open to all interested applicants, both on and off campus, unless this is an on-campus only recruitment.

APPLICATION PACKET REQUIREMENTS

This position requires (including those on campus) submission of:

- A standard CSU, Bakersfield job application (download at: [http://www.csub.edu/bas/hr/EmployRecruit/Job%20Status%20Inquiry/index.html](http://www.csub.edu/bas/hr/EmployRecruit/Job%20Status%20Inquiry/index.html))
- Names of three professional references
- Copy of degree/transcripts/typing certificate, if required
- Brief description of how you are qualified for this position by virtue of your interest, aptitude, education and experience required.

California State University, Bakersfield is seeking a Buyer II to provide a variety of services to ensure the procurement authority vested with the University is effectively implemented and administered in accordance with all applicable laws and regulations. This full-time position, with a full benefits package, is available immediately in the Office of Procurement and Contract Services.

DUTIES: Under general direction of the Director, Procurement and Contract Services, the Buyer II performs journey level procurement responsibilities in support of the campus community consistent with industry best practices and in compliance with state, CSU, and University regulations and policies. The incumbent processes orders for goods and services using a Financials-Purchasing system; analyzes, evaluates and processes departmental requisitions; follows up on orders to expedite orders overdue for delivery or completion of service; prepares and issues requests for quotes, invitation for bids and requests for proposals for goods and services using on-line bid management system; analyzes department requests and prepares appropriate bid documents, including specifications; sources vendors, receives bids and analyzes bid results; processes service agreements for professional services, student placement agreements and equipment maintenance using established templates; prepares contract documents and negotiates routine terms and conditions; interacts with campus department personnel and suppliers to problem solve

California State University, Bakersfield is committed to Equal Employment Opportunity. Applicants will be considered without regard to gender, race, age, color, religion, national origin, sexual orientation, genetic information, marital status, disability or covered veteran status.
REQUIRED QUALIFICATIONS: A Bachelor's degree (or equivalent), from an accredited four-year college or university with a degree in purchasing, marketing, accounting, business administration, operations management, or other appropriate field. Equivalent to two years purchasing experience at a level equivalent to a Buyer I with background in areas such as formal competitive bidding processes, contract development, service agreements, leases, or other written legal agreements. Additional experience that has demonstrated the applicant has acquired and successfully applied the knowledge and abilities listed may be substituted for the required education on a year-for-year basis. Certified Purchasing Manager designation or Certified Public Procurement Buyer (CPPB) or equivalent is desired.

Knowledge, Skills, & Abilities: Thorough knowledge of: Principles of purchasing and procurement policies, methods and procedures, including the administration of formal competitive bid cycles according to the California State Statutes and Codes; General knowledge of contract development procedures and practices; Thorough knowledge of, or the demonstrated ability to learn quickly, a variety of CSU policies, practices, and formats for common contracts, service agreements and leases. Ability and specialized skills to: Develop, interpret, and apply accurate, multiple, and precise procurement specifications; Analyze bids and administer the bidding process; Keep financial records; Demonstrate creativity in developing cost-saving buying practices; Remain current regarding business trends and market changes; Establish and maintain cooperative working relationships with vendors and with faculty, students, administrators, and members of the general public; Read and write clearly in English, comprehend and apply California State Statutes and Codes as well as contract language; Perform product research and make cost data comparisons. Desirable qualifications include experience with an automated purchasing system, public purchasing, procurement of furniture, furniture installation, and request for quotations and contracting for services.

SCREENING: Only those applicants possessing experience most directly related to the immediate needs of the office will be invited to appear before a Qualifications Appraisal Board for the purpose of appraising training, experience and interest in the position.

CALIFORNIA STATE UNIVERSITY EMPLOYEES UNION: It shall be the policy of the CSU in filling vacant CSUEU bargaining Units 2, 5, 7 & 9 positions to fill such vacancies from among qualified individuals currently employed on-campus except when it is determined that it is necessary to appoint outside applicants to meet campus workforce diversity goals or to provide specialized skills and abilities that are not available from current employees.

BACKGROUND CHECK: A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered a position with the CSU. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current CSU employees who apply for the position.

SENSITIVE POSITION: Sensitive positions are designated by the CSU as requiring heightened scrutiny of individuals holding the position, based on potential for harm to children, concerns for the safety and security of the people, animals, or property, or heightened risk of financial loss to the CSU or individuals in the university community.

MANDATED REPORTER: The person holding this position is considered a “mandated reporter” under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.

DESIGNATED POSITION: This position is currently on the List of Conflict of Interest Designated Positions for CSU Bakersfield. This requires the filing of a statement of Economic Interest on an annual basis and the completion of training within 6 months of assuming office and every two years thereafter.

GENERAL INFORMATION: It is the policy of California State University, Bakersfield to hire only United States citizens and aliens lawfully authorized to work in the United States. All new employees will be required to present documentation verifying their right to accept employment. You will also be requested to present a social security card at the time of initial appointment in compliance with state payroll regulations. State regulations require that every state employee sign the Oath of Allegiance prior to commencing the duties of his/her State employment, except legally employed non-citizens. These individuals are required to sign the Declaration of Permission to Work.

APPLICATION PROCEDURE: Official California State University, Bakersfield application forms must be completed in full and received in the Human Resources Office by 5:00 p.m. on/or postmarked by the specified closing date, unless California State University, Bakersfield is committed to Equal Employment Opportunity. Applicants will be considered without regard to gender, race, age, color, religion, national origin, sexual orientation, genetic information, marital status, disability or covered veteran status.
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Applications are available outside the Office of Human Resources and may be downloaded from the Human Resources website. Candidates who reside outside the city of Bakersfield may contact the Office of Human Resources and request that an application be mailed to their residence. It takes a minimum of 4-6 weeks from the closing date for a position to be filled.

To check the status of your application, go to the Human Resources’ Job Opening/Status Inquiry page at http://www.csub.edu/bas/hr/EmployRecruit/Job%20Status%20Inquiry/index.html and click on the “Job Status” icon link. Applicants will not receive individual notifications. Upon submission, all application materials become the exclusive property of California State University, Bakersfield and will not be copied or returned.