UNIVERSITY OF CALIFORNIA
HASTINGS COLLEGE OF THE LAW

As the University of California's first law school, UC Hastings College of the Law is ABA and WASC accredited and committed to outcomes-based education and assessment. It boasts a rich history of achievement in the field of legal education. Established in 1878 and located in San Francisco’s Civic Center district, our vibrant institution provides outstanding instruction for nearly 1,200 students from more than 120 universities and colleges across the country. We also provide an innovative, fun and rewarding work environment for our valued employees. As a member of our team, you will enjoy a dynamic community in which you will interact with staff, faculty and students.

LEAD BUYER
Purchasing & Procurement

Classification: Level 2 / Class Code 2330 / Full Time / Non-Exempt / Benefited / Represented
Hiring Salary Range: $61,343 - $79,175 annually (commensurate with qualifications)
Posting Date: January 9, 2015

THE ROLE

The Lead Buyer is responsible for daily operations of the Purchasing and Procurement Department, which is part of Business Services. The Lead Buyer supports staff, faculty and suppliers to run the unit in line with its core business function: college-focused procurement. A strong candidate for this position is one who has a degree in the field of Supply Management and holds, or has recently held, a Buyer position in a public agency. Under the direction of the Director of Business Services the Lead Buyer is responsible for major procurement program administration, leading competitive events, and for providing overall internal business guidance to faculty/staff, and externally for suppliers. The Lead Buyer is expected to be well-rounded in public procurement, and to implement and support models of superior customer service and continuous business improvement at all times.

RESPONSIBILITIES

Typical duties and responsibilities consist of, but are not limited to, the following:

- Providing guidance to and working in conjunction with the Buyer, sharing, partnering and coordinating on tasks as needed;
- Consulting with departments to determine the best course of action for achieving their business needs, and training departmental staff on how to do business;
- Providing supplier relationship management. Meeting and communicating with suppliers to negotiate agreements, resolve problems and handle business items with them, and training suppliers on how to do business with UCH;
- Championing and administering the college’s major procurement programs, including analyzing the reports from the suppliers;
- Creating and/or reviewing the recharge files;
- Drafting RFP/RFQ/ITB documents, and leading competitive events;
- Completing month-end and year-end processes;
- Ensuring contracts, purchase orders, and competitive events are accomplished timely and meet policy and regulatory requirements;
- Leading/participating in meetings with departments, “pre-bid”/“pre-proposal” meetings, or supplier meetings, such as business reviews;
- Join and participate on UC systemwide commodity teams.

REQUIREMENTS
EDUCATION AND EXPERIENCE
Bachelor’s Degree in Supply Management plus two (2) years as a Buyer; or
Bachelor’s Degree in another related discipline, plus three (3) years as a Buyer; or
Associate’s Degree in Supply Management field, plus four (4) years experience as a buyer, combined with industry-specific training;
Professional Certification is required. CPPB/O, C.P.M. or CPSM are the preferred designations, other related certifications will be considered;
Documentation of recent classes, seminars, webinars taken that are relevant to supply management, public procurement, or other components of the job;
Demonstrated background of leading projects, procurement events, and teams;
Writing samples, Power Point presentations will be required;
Candidates will be required to demonstrate proficiency level in Excel by analyzing, organizing and presenting some data.

**KNOWLEDGE, SKILLS & ABILITIES.**

- Purchasing, procurement and supply management standards (public sector preferred) including industry best practices, current trends and methodologies;
- CA Public Contract Code, or similar state, system, or government code;
- Required components of a contract;
- Basic business accounting;
- Public works of construction bidding and contracting requirements;
- Negotiating and negotiating planning skills;
- Very strong scheduling and organizational skills;
- Public speaking and presentation skills;
- Exhibit confidence in demeanor, and be professional in appearance, behavior and attitude;
- Champion implementation of Best Practices in the college’s business arena;
- Multi-task items to completion, managing competing priorities, and overseeing the same of the Buyer;
- Make independent policy interpretations, judgments and decisions in the best interests of the college;
- Operate with total transparency;
- Stay calm, cool, collected and professional under various degrees of pressure and stressful situations;
- Be diplomatic but also resolute when and where required;
- Scope of Work development and drafting (professional services and trades);
- Maintain discretion and confidentiality;
- Work independently and collaboratively to get things done with a sense of urgency;
- Must be highly-proficient using Microsoft Office software including Word, Excel, Power Point and Outlook; also in Adobe, and other typical software tools;
- Experience with Concur, or similar expense software is preferred.

**BENEFITS**

- Health, dental and vision care insurance plans
- Life Insurance
- UCRP Retirement Plan
- Disability Insurance
- Legal Insurance
- 3+ weeks of vacation starting the first year for full-time employees
- 8 hours accrued sick leave per qualifying month of service for full-time employees
- Thirteen paid holidays per year
- Credit Union
- Pre-Tax Transport Program

THE HIRING PROCESS
To apply, go to:

Failure to provide the information as required on the application form including attaching a cover letter and a resume shall immediately disqualify an applicant from employment consideration.

**This position has been designated as “sensitive” and requires a pre-employment background check.**

Federal law requires employers to provide reasonable accommodation to qualified individuals with disabilities. Please contact Human Resources if you require a reasonable accommodation to apply for a job. Examples of reasonable accommodation include making a change to the application process, providing documents in an alternate format, using a sign language interpreter, or using specialized equipment.

**WHAT TO EXPECT**

Applicants who meet the position requirements will be competitively evaluated to identify the individuals whose breadth and depth of experience and education most closely relate to the stated requirements and the needs of the College. Depending on the quality and number of the applications received, only the better qualified applicants may be contacted for an interview. The position is open until filled.

*UC Hastings College of the Law is an Equal Opportunity Employer*