

County Connection

2477 Arnold Industrial Way Concord, CA 94520-5326 (925) 676-1976 countyconnection.com

JOB OPENING

OPENS: 10/25/2019

CLOSES: 11/8/2019

TITLE: **BUYER**
SALARY RANGE: \$64,269 – 84,598 Annually
DEPARTMENT: Maintenance
REPORTS TO: Manager of Purchasing & Grants

DUTIES/RESPONSIBILITIES:

The Buyer will act as the lead in the procurement of supplies and services for the Authority. Duties include, but are not limited to:

- Maintaining the multi-vendor tracking system as part of the inventory system
- Meeting with prospective vendors to determine the acceptability of products or services to the needs of the Authority
- Maintaining sufficient stock levels in the physical inventory to ensure an adequate supply of bus repair parts
- Assisting in the annual physical inventory
- Researching inventory and non-inventory parts requests
- Maintaining the purchase order system and preparing purchase orders
- Assisting in the development of action plans to implement purchasing strategies
- Assisting in the development of controls over the purchasing function activities including maintaining cost controls, vendor contract procedures, action plans, and budget preparation
- Working with and maintaining communication with staff and other departments as needed

REQUIREMENTS:

- Education equivalent to a high school diploma or general education degree (GED)
- Four (4) years of full-time inventory management, parts work, and purchasing experience

Preferred Qualifications:

- Knowledge of and experience working within a union environment
- Transit experience

TO APPLY:

Download and complete the employment application at <https://countyconnection.com/about/jobs/>. **Resumes and cover letters will not be accepted in lieu of the employment application, but may be included as an attachment.**

Submit employment application and any attachments by either of the following:

1. Mail: County Connection, 2477 Arnold Industrial Way, Concord, CA 94520
2. Email: Scan a PDF copy to smuhlestein@cccta.org
3. Fax: 925-686-2630
4. In Person: Monday - Friday 8:00 AM - 5:00 PM at the County Connection office listed above

*Internal candidates must complete an internal application available at the front desk and have a minimum of six (6) months in their current position.

County Connection is an EEO/AA/Drug Free Workplace