



# El Camino College

## Buyer (2 Positions)



### ABOUT THE ROLE

Under the direction of the Director of Purchasing and Business Services, perform a variety of duties related to the acquisition of supplies, equipment, materials and services for the District; purchase quantity items and services economically, efficiently and in accordance with established policies, procedures and guidelines.

### ABOUT EL CAMINO COLLEGE

El Camino College (ECC) is located on the ancestral lands of the Gabrielino-Tongva people, the traditional caretakers of Tongvaangar (the Los Angeles basin, Southern Channel Islands) and occupies 126-acres near Torrance, California. We are located in Los Angeles County, just minutes from South Bay beaches. Our community serves a diverse student population including new and re-entering students and those pursuing certificate, degree, and transfer goals.

As a comprehensive two-year college, El Camino College serves thousands of students each semester, the majority of whom are from diverse populations. The ideal candidate will share ECC's commitment to educating its racially and socio-economically diverse student population including students with disabilities, veterans, working parents, and evening students. El Camino College provides many opportunities for students to succeed with hundreds of students transferring each year to four-year universities around the country. Top transfer institutions include UCLA, USC, and UC Davis. El Camino College is regularly among the top five community colleges in Southern California for students admitted to CSUs, and the top ten for UCs.

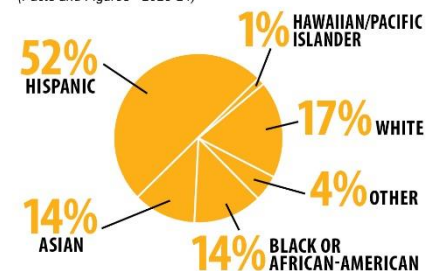
Students are also supported by an extensive scholarship program, with approximately \$600,000 awarded annually. With the passage of general obligation bond measures in 2002 and 2012, the District has undergone a substantial transformation campus-wide. Over the next 10 years, capital construction projects, as well as new initiatives to support student success, will strengthen El Camino College as a premier institution for teaching and learning.

### MISSION STATEMENT

*El Camino College is equity-focused and partners with its diverse communities to provide student-centered learning, career development, and lifelong enrichment.*

### STUDENT DEMOGRAPHICS

(Facts and Figures - 2023-24)



## BUYER (2 POSITIONS)

**Division:** Procurement Services  
**Posting Closing Date:** 6/16/2025  
**Req:** C2425-028  
**Position Type:** Classified

**(IN-HOUSE OPPORTUNITY OPEN TO ALL CURRENT EL CAMINO COLLEGE EMPLOYEES ONLY)**

### REPRESENTATIVE DUTIES

Receive, review and process requisitions; determine appropriate methods of procurement in accordance with Board policies and directives.

Prepare formal bids and quotations; analyze bid terms and conditions; contract vendors regarding purchases and bids; evaluate bids received and recommend award.

Expedite purchase orders and requisitions within established procedures; evaluate delivery response time, quality of goods and services, District schedules, invoice procedures and dependability.

Assure compliance with a variety of laws, codes, regulations and restrictions related to the procurement of goods and services for the District; evaluate and recommend cost savings methods.

Interview and correspond with vendors; coordinate demonstrations of vendor materials, product and services.

Provide technical expertise and assistance to District administrators and staff regarding the status of purchased materials, equipment and supplies; resolve problems or complaints.

Review trade publications and journals; maintain files of vendors, catalogs and listings; maintain bidding calendar and other reports as assigned.

Assist in the maintenance of computerized records related to the purchasing function.

Assist in preparing contract documents as assigned.

Operate data entry equipment to input, update and maintain budget, vendor and related purchasing information.

Train and provide work direction to clerical personnel as assigned.

Perform related duties as assigned.

### JOB QUALIFICATIONS

#### Education and Experience:

Any combination equivalent to: two years of college-level course work in procurement, business or related field and two years of purchasing experience.

### OTHER DESIRED QUALIFICATIONS

#### Knowledge/Areas of Expertise:

Public purchasing and procurement principles, practices and procedures.

Methods and procedures used in the purchase of college District supplies and equipment.

Applicable sections of State Education Code and other applicable laws.

Types and sources of supplies, materials and equipment commonly used in a community college district.

Technical aspects of field of specialty.  
Interpersonal skills using tact, patience and courtesy.  
Modern office practices, procedures and equipment.  
Financial and statistical record-keeping techniques.  
Oral and written communication skills.

Abilities/Skills:

Effectively and efficiently purchase a variety of supplies, equipment and materials.  
Read, interpret, apply and explain laws, rules and regulations affecting the purchase of District supplies and equipment.  
Evaluate prices, terms, discounts and quantities to purchase items cost-effectively.  
Understand and follow oral and written directions.  
Establish and maintain cooperative and effective working relationships with others.  
Communicate effectively both orally and in writing.  
Analyze situations accurately and adopt an effective course of action.  
Train and provide work direction to others.  
Meet schedules and time lines.  
Maintain records and files.  
Add, subtract, multiply and divide quickly and accurately.  
Operate office equipment including calculator, computer terminal and copier.

**CLOSING DATE: MONDAY, JUNE 16, 2025 AT 3:00 PM**

**SALARY: Starting salary is \$6,810 per month.**

Generally, new employees start at the first step on the salary schedule. Advanced salary placement may be considered on a case-by-case basis. Salary increases are granted on the first day of the month following each year of service, until Step F is reached (\$8,772 per month). Employees contribute 8% of their earnings toward the Public Employees Retirement System (PERS).

**CONDITIONS OF EMPLOYMENT**

This is a full-time, twelve-month position subject to a probationary period. The standard work week is 40 hours of scheduled duty per week of not more than five consecutive work days. Schedule may vary to include hours outside of the normal work schedule and weekends depending on operational need.

Offer and acceptance of employment is subject to verification of all information provided on the employment application, credential(s), and transcripts. Candidates selected for employment must agree to be fingerprinted, submit Certificate of Completion of the Tuberculosis Risk Assessment and/or Examination, provide proof of eligibility for employment in the United States, and present a valid Social Security card upon hire.

**ADA ACCOMMODATIONS**

Applicants with disabilities requiring special accommodations must contact the ADA Compliance Officer at least five (5) working days prior to the final filing date: [ADA Job Applicant Accommodation Request \(maxient.com\)](https://www.maxient.com/ada-job-applicant-accommodation-request)

**BENEFIT HIGHLIGHTS**

**Health, Life, Dental and Vision Insurance**

The College provides a diversified insured benefit program for all full-time employees, including medical, dental, vision and life insurance. Dependent medical, dental, and vision insurance is available, toward which both the College and the employee contribute.

### Sick Leave and Disability

Paid sick leave is granted equal to one day for each month of service. Sick leave days may be accumulated indefinitely.

### Retirement

Public Employees Retirement System (PERS) and Social Security. Previous employment performed in a different public retirement system may allow eligibility to continue in the same retirement system.

### Summer Work Hours

During the summer, employees work eight 32-hour work weeks with full pay.

### TO APPLY

An applicant must submit the following by the closing date:

1. Online application: <http://www.elcamino.edu/jobs>
2. Résumé including educational background, professional experience, and related personal development and accomplishments.
3. Pertinent transcripts as stated in the required qualifications. (Unofficial computer-generated academic records/transcripts must include the name of the institution and degrees awarded to be acceptable.) Multiple page transcripts must be loaded as **ONE PDF** document.

**Foreign Transcripts:** Transcripts issued outside the United States of America require a course-by-course analysis with an equivalency statement from a certified transcript evaluation service verifying the degree equivalency to that of an accredited institution within the USA. For information on transcript evaluation services, please visit: <http://www.ctc.ca.gov/credentials/leaflets/cl635.pdf>.

**IMPORTANT NOTE:** Documents submitted or uploaded for a previous position cannot be reused for other positions. You must submit the required documents for each position you apply for by the closing date. Failure to do so will result in an incomplete application. Applications with an incomplete status will not receive consideration. ***You may check the status of your application online.***

If you need assistance you may call 310-660-3593 Ext. 3807 between the hours of 8:00 a.m. and 4:00 p.m., Monday through Friday or by email at [hr@elcamino.edu](mailto:hr@elcamino.edu).

Due to the large volume of calls received on closing dates, we highly recommend that you **do not wait** until the last day to apply so that we may assist you with questions or technical matters that may arise. Give yourself sufficient time to complete the profile, which may take 45 minutes or more. Positions close promptly at 3:00 p.m. PST (pacific standard time).

### FOR FURTHER INQUIRIES OR APPLICATION MATERIAL SUBMISSION QUESTIONS, CONTACT:

#### El Camino College

#### HR Service Partner

Mark Rogers

310-660-3593, Ext. 3479

[mrogers@elcamino.edu](mailto:mrogers@elcamino.edu)

16007 Crenshaw Boulevard

Torrance, CA 90506

#### **JEANNE CLERY CAMPUS SAFETY ACT**

*In accordance with the Jeanne Clery Campus Safety Act, El Camino College has published an [Annual Security Report](#) and all required statistical data. This publication includes Clery crime statistics for the previous three years relevant to El Camino College classes and activities, in addition to institutional policies concerning campus safety and security. The information is also available in printed form in the lobby of the [Police Department](#) and in select locations on campus. Upon request, the Campus Police Department can provide paper copies of this publication. Contact them at 310-660-3100.*

#### **EL CAMINO COLLEGE IS AN EQUAL OPPORTUNITY EMPLOYER**

*The El Camino Community College District is committed to providing an educational and employment environment in which no person is subjected to discrimination on the basis of actual or perceived race, color, ancestry, national origin, religion, creed, age (over 40), disability (mental or physical), sex, gender (including pregnancy and childbirth), sexual orientation, gender identity, gender expression, medical condition, genetic information, marital status, military and veteran status, or retaliation; or on any other basis as required by state and federal law.*