Senior Buyer (Procurement Anl 4)

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UC DAVIS
UNIVERSITY OF CALIFORNIA

Job Summary

Under the supervision of the Associate Director, Procurement & Contracting Services, the Senior Buyer is a Procurement Professional with demonstrated knowledge in Procurement and Supply Chain Management. This role will be responsible for the daily Operational Procurement engagement in support of the campuses needs This role will be responsible for acting as the Team Lead for a given category of goods and services and is responsible for executing procurement projects in support of the University's mission and working proactively with cross functional internal stakeholders and suppliers. The Senior Buyer will ensure the operational activity follows the Departments Purchasing Methodology and will act in a manner that ensures compliance with all applicable laws, policies and procedures. This role will also be responsible for the development and implementation of project delivery strategies, Request for Proposal / Information / Quote activity, commercial negotiations, contract formation and administration and developing and identifying opportunities for savings, standardization, and efficiencies. The role will remain flexible and adaptable to evolving technologies, such as AI toolsets, automation, and other tools which may support analysis, throughput, and operations.

Apply By Date: April 13, 2026

Qualifications

Minimum Qualifications - For full consideration, applicants are encouraged to upload license and/or certification if required of the position

- Bachelor's degree in a Scientific Discipline, Business, Supply Chain Management, Finance, law, or a related field or an equivalent combination of education and experience.
- Advanced negotiations, draft and/or revise complex business contracts experience including public solicitations (RFx) incorporating automation and AI-driven analytics to enhance bid evaluations and supplier assessments.

- Advanced written, verbal, and interpersonal communication skills coupled with the ability to showcase advanced customer service competencies while interacting with broad and diverse constituencies.
- Advanced analytical skills to comprehensively analyze and interpret policies, procedures and situations in a multifaceted way and possess strong problem-solving skills to develop innovative solutions to complex issues.
- Skill to recall, retrieve and communicate detailed or technical information clearly, accurately and concisely and to non-technical audience/customers.
- Organizational and time management skills sufficient to achieve timely progress on simultaneous tasks and to meet deadlines and maintain a high level of productivity.
- Demonstrated aptitude showcasing adaptability with change, new solutions, and adoption of emerging technologies to support efficiency and process improvement.

Preferred Qualifications

- Lead experience in a contracting or procurement organization. Contracting experience at a higher education environment.
- Experience working with generally accepted accounting principles, policies and procedures of the university.
- Experience purchasing Life Sciences and Scientific commodities and services.
- Knowledge of University of California Business and Finance policies and procedures.
- Strong working knowledge of contracting principles, business law, and government regulations both at the State and Federal level.

Key Responsibilities

- 60% - Procurement
- 20% - Customer Service
- 10% - Supplier Relations
- 10% - Workload Distribution

POSITION INFORMATION

- **Salary or Pay Range: $85,500.00 - $157,300.00/yr. (Department budgeted salary range: $85,500 - $110,000/yr. Commensurate with experience.)**
- **Salary Frequency: Annual**
- **Salary Grade: 23**
- **UC Job Title: PROCUREMENT ANL 4**
- **UC Job Code: 007738**
- **Number of Positions: 1**
- **Appointment Type: Career**
- **Percentage of Time: 100%**
- **Shift (Work Schedule): Manager will advise**

- **Location: Davis, CA**
- **Union Representation: No**
- **Benefits Eligible: Yes**
- **This position is hybrid (mix of on-site and remote work)**

Benefits

Outstanding benefits and perks are among the many rewards of working for the University of California. UC Davis offers a full range of benefits, resources and programs to help you bring your best self to work, as well as to help you and your family achieve your health, wellness, financial and career goals. Learn more about the benefits below and eligibility rules by visiting either our handy Benefits Summary for UC Davis Health Employees or Benefits Summary for UC Davis Employees and our Benefits Page. If you are represented by a union, benefits are negotiated between the University of California (UC) and your union and finalized in a contract. Read your bargaining unit's employment contract, stay abreast of current negotiations and learn about collective bargaining at UC: https://ucnet.universityofcalifornia.edu/labor/bargaining-units/index.html

- High quality and low-cost medical plans to choose from to fit your family's needs
- UC pays for Dental and Vision insurance premiums for you and your family
- Extensive leave benefits including Pregnancy and Parental Leave, Family & Medical Leave
- Paid Holidays annually as stipulated in the UC Davis Health Policies or Collective Bargaining Agreement
- Paid Time Off/Vacation/Sick Time as stipulated in the UC Davis Health Policies or Collective Bargaining Agreement
- Continuing Education (CE) allowance and Education Reimbursement Program as stipulated in the UC Davis Health Policies or Collective Bargaining Agreement
- Access to free professional development courses and learning opportunities for personal and professional growth
- WorkLife and Wellness programs and resources
- On-site Employee Assistance Program including access to free mental health services
- Supplemental insurance offered including additional life, short/long term disability, pet insurance and legal coverage
- Public Service Loan Forgiveness (PSFL) Qualified Employer & Student Loan Repayment Assistance Program for qualified roles
- Retirement benefit options for eligible roles including Pension and other Retirement Saving Plans. More information on our retirement benefits can be found here

Physical Demands

- Standing - Occasional Up to 3 Hours
- Walking - Occasional Up to 3 Hours

- Sitting - Frequent 3 to 6 Hours
- Lifting/Carrying 0-25 Lbs - Occasional Up to 3 Hours
- Lifting/Carrying 26-50 lbs - Never 0 Hours
- Lifting/Carrying over 50 lbs - Never 0 Hours
- Pushing/Pulling 0-25 Lbs - Occasional Up to 3 Hours
- Pushing/Pulling 26-50 lbs - Never 0 Hours
- Pushing/Pulling over 50 lbs - Never 0 Hours
- Bending/Stooping - Occasional Up to 3 Hours
- Squatting/Kneeling - Occasional Up to 3 Hours
- Twisting - Occasional Up to 3 Hours
- Climbing (e.g., stairs or ladders) - Never 0 Hours
- Reaching overhead - Occasional Up to 3 Hours
- Keyboard use/repetitive motion - Frequent 3 to 6 Hours

Environmental Demands

- Chemicals, dust, gases, or fumes - Never 0 Hours
- Loud noise levels - Never 0 Hours
- Marked changes in humidity or temperature - Never 0 Hours
- Microwave/Radiation - Never 0 Hours
- Operating motor vehicles and/or equipment - Never 0 Hours
- Extreme Temperatures - Never 0 Hours
- Uneven Surfaces or Elevations - Never 0 Hours

Mental Demands

- Sustained attention and concentration - Frequent 3 to 6 Hours
- Complex problem solving/reasoning - Occasional Up to 3 Hours
- Ability to organize & prioritize - Frequent 3 to 6 Hours
- Communication skills - Frequent 3 to 6 Hours
- Numerical skills - Occasional Up to 3 Hours
- Constant Interaction - Frequent 3 to 6 Hours
- Customer/Patient Contact - Frequent 3 to 6 Hours
- Multiple Concurrent Tasks - Frequent 3 to 6 Hours

Work Environment

UC Davis is a smoke and tobacco free campus effective January 1, 2014. Smoking, the use of smokeless tobacco products, and the use of unregulated nicotine products (e-cigarettes) will be strictly prohibited on any UC Davis owned or leased property, indoors and outdoors, including parking lots and residential space.

Special Requirements - Please contact your recruiter with questions regarding which activities apply by position

This is a critical position, as defined by UC Policy and local procedures, and as such, employment is contingent upon clearing a criminal background check(s) and may include drug screening, medical evaluation clearance and functional capacity assessment

Misconduct Disclosure Requirement: As a condition of employment, the final candidate who accepts a conditional offer of employment will be required to disclose if they have been subject to any final administrative or judicial decisions within the last seven years determining that they committed any misconduct; received notice of any allegations or are currently the subject of any administrative or disciplinary proceedings involving misconduct; have left a position after receiving notice of allegations or while under investigation in an administrative or disciplinary proceeding involving misconduct; or have filed an appeal of a finding of misconduct with a previous employer.

A Culture of Opportunity and Belonging

At UC Davis, we're committed to solving life's most urgent challenges and building a healthier, more resilient world. We believe in growing through every challenge, continually striving to improve, and welcoming new perspectives that strengthen our community. We recognize that a vibrant and innovative organization values both individual strengths and shared purpose. The best ideas often emerge when people with different experiences come together. As you consider joining UC Davis, we invite you to explore our Principles of Community, our Clinical Strategic Plan and strategic vision for research and education. We believe you belong here. The University of California, Davis is an Equal Opportunity Employer. All qualified applicants will be considered for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age or protected veteran status. To view the University of California's Anti-Discrimination Policy, please visit: https://policy.ucop.edu/doc/1001004/Anti-Discrimination Because we want you to feel seen and valued, our recruitment process at UC Davis supports openness and authenticity. Research shows that some individuals hesitate to apply unless they meet every qualification. You may be an excellent fit for this role-or the next one. We encourage you to apply even if your experience doesn't match every listed requirement. #YouBelongHere To learn more about our background check program, please visit: https://hr.ucdavis.edu/departments/recruitment/ucd/selection/background-checks