

## Job Description

*Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job.*

<b>Job title</b>	Buyer
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### GENERAL PURPOSE

Under direction, independently performs purchasing transactions for a variety of materials, supplies, services, and equipment for District departments in accordance with District standards and policies and all applicable legal requirements; determines appropriate procurement method and performs product research; writes contracts and legal agreements; and performs related duties, as assigned.

### DISTINGUISHING CHARACTERISTICS

This is the fully qualified journey-level classification in the Buyer series. Positions at this level are distinguished from the Assistant Buyer by the performance of the full range of duties as assigned, working independently, and exercising judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

This class is distinguished from the Senior Buyer in that the latter performs the more complex work assigned to the series, such as higher-level purchasing functions and providing technical and functional direction over lower level staff.

### SUPERVISION RECEIVED AND EXERCISED

Receives direction from assigned supervisory and management personnel. Exercises no direct supervision over staff.

### TYPICAL DUTIES AND RESPONSIBILITIES

*The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this position.*

- Performs a variety of procurement related duties in the review, sourcing, negotiation, and receipt of goods and services to ensure they are in accordance with mandated and District procurement policy, rules, regulations, and guidelines;

determines appropriate procurement method and performs product research; locates sources of supply for specialized and/or technical purchases.

- Develops and maintains clear, accurate, and concise statistical contract management and cost evaluation reports; maintains complete comprehensive contract records and files; tracks contract funding and evaluates funding limits and reviews with appropriate manager.
- Develops formal and informal bids, Requests for Qualifications (RFQ's), and Requests for Proposal (RFP's) and assists requesting departments in reviewing and finalizing specifications and scopes of work; posts bids, RFQ's, and RFP's; responds to vendor questions; evaluates bids/proposals for price, process, timeline, experience, and references; assists with contract negotiations, contracts, and legal agreements, and award letters.
- Responds to questions or complaints from internal staff, contract service providers, and the public; reviews scope of work and other issues with managers, supervisors, and engineers; reviews technical sections of contract to ensure clarity and consistency; recommends modifications to contract language; understand, interprets, explains, and applies District and state laws and regulations; conducts quarterly and annual review of all contracts and meets with departments and contractors to address problems, negotiate changes, and respond to requests for substitutions, scheduling, deliveries, invoices, and requirements for changes in scope of work; resolves problems and administers contractual dispute procedures.
- Reviews non-standard, vendor or agency drafted agreements for terms and conditions; evaluates and negotiates changes to and ensures all procurement documentation is properly completed and maintained.
- Processes contract/purchase change orders; receives requisitions from end users and verifies supporting documents and budget information; reviews files for compliance with District policies and purchasing thresholds; coordinates the creation of change orders to agreement; reviews signed and returned contracts; changes purchase orders as appropriate.
- Receives and responds to inquiries from other employees and vendors regarding procurement policies and procedures; may provide ongoing technical support, instruction, and assistance with the District's purchasing system as needed.
- Prepares financial analyses and cost comparisons to determine the cost-effectiveness of products, services, and commodities within areas of assigned responsibility.
- Trains new employees on the department's specialized computer financial system and responds to system related problems and operational questions from end users.
- Performs special projects and assignments.

- Observes and complies with all District and mandated safety rules, regulations, and protocols.
- Performs related duties as assigned.

## **REQUIRED QUALIFICATIONS**

### Knowledge of:

- Modern principles, practices, and methods of public and governmental purchasing and procurement programs, processes and application, including competitive bidding procedures.
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to public agency purchasing operations.
- Sources and types of products, commodities, and services used by a water and a water reclamation utility.
- Methods and techniques of developing business communications including reports, correspondence, and bid documents.
- Practices and techniques of automated and manual financial document processing and recordkeeping.
- Principles and practices of business organization and public administration.
- District and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

### Ability to:

- Source and procure a diverse range of goods and services.
- Research and utilize data and information to achieve cost effective results.
- Negotiate contracts, agreements, and/or pricing schedules for services, supplies, and equipment.
- Advise and explain purchasing policies, procedures, and standards.
- Make accurate arithmetic, financial, and statistical computations.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies, and procedures, and standards relevant to work performed.
- Follow and apply written and oral work instructions.
- Prepare clear, accurate, and concise records and reports.

- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Experience:

*Any combination of experience and education that provides the required knowledge and abilities is qualifying, along with the specific licenses/certifications as outlined below:*

- Two (2) years of progressively responsible professional experience supporting a comprehensive purchasing program, or one (1) year of experience as an Assistant Buyer with the District.

Education:

- Equivalent to a bachelor's degree with major coursework in purchasing, finance, or management.

Licenses/Certifications:

- No required licenses and certifications.

**PHYSICAL DEMANDS**

*The physical demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push,

Eastern Municipal Water District  
Job Title: Buyer  
Last Update: March 2020

and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

#### **WORK ENVIRONMENT**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

Eastern Municipal Water District  
Job Title: Buyer  
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This job description has been reviewed and approved by all levels of management in cooperation with the union (if applicable):

<b>Approved by:</b>	<i>Board of Directors</i>
<b>Date adopted:</b>	<i>March 29, 2020</i>
<b>Date modified:</b>	
<b>FLSA determination:</b>	<i>Exempt</i>

**Job Description Acknowledgment**

*I have received, reviewed and fully understand the job description for Buyer. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.*

*Employee Name (print):* \_\_\_\_\_ *Date:* \_\_\_\_\_

*Employee Number:* \_\_\_\_\_

*Employee Signature:* \_\_\_\_\_