



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.

Job title	Senior Buyer
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GENERAL PURPOSE

Under direction, performs the more complex and responsible professional purchasing and procurement work; leads assigned commodity groups with regards to procuring materials and services for the District; develops and manages requests for proposals, quotes, and bids; purchases a variety of materials, services, supplies, and equipment according to District purchasing policies and practices and requisition specifications; provides technical and responsible assistance to the Purchasing Manager in areas of expertise; and performs related duties, as required.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey-level classification in the Buyer series responsible for performing the most complex work assigned to the series. Incumbents regularly work on tasks which are varied and complex, requiring considerable discretion and independent judgment. Positions in the classification rely on experience and judgment to perform complex purchasing and procurement activities, in addition to providing technical and functional direction over lower-level staff. Assignments are given with general guidelines and incumbents are responsible for establishing objectives, timelines, and methods to complete assignments. Work is typically reviewed upon completion for soundness, appropriateness, and conformity to policy and requirements.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Purchasing Manager. Exercises technical and functional direction over and provides training to lower-level 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.

- Researches, obtains, and procures high dollar, complex, and technical goods and services; collaborates with departments to determine need, scope of work, and requirements; conducts market research to understand market conditions,

product/service demand, product availability, and industry standards; evaluates product usage trends; forecasts District needs and projects costs.

- Evaluates available products and services from various sources; researches emerging products and enhancements and their applicability to District needs and develops procurement solutions.
- Serves as team lead to commodity groups; provides direction, instruction, training, and guidance with regards to District policies and procedures, state law and regulations, insurance requirements, and safety policies, and procurement activities; assigns requisitions, distributes workloads, assigns projects, and reviews quality of work.
- Participates in the development and implementation of goals, objectives, policies, and priorities for assigned programs; develops and implements purchasing policies and procedures; establishes and evaluates purchasing systems, records, forms, and controls; makes recommendations for modifications in procurement policies and ordinances as appropriate.
- Prepares financial analyses and cost comparisons to determine the cost-effectiveness of acquiring product and services for the District.
- Participates in the preparation and administration of the Request for Proposal (RFP) and Request for Quotes (RFQ) processes; reviews, suggests changes to, and finalizes scope of work with end users; verifies vendor lists; reviews and finalizes RFP packages; publishes RFP and supporting documents; receives and reviews proposals; prepares evaluation tools; prepares for and conducts pre-bid conferences; issues Addenda and Question and Answers; prepares and distributes contracts; creates purchase orders.
- Conducts solicitation evaluations; prepares evaluation documents; prints all bid documents and interprets/summarizes selection criteria; provides evaluation training to evaluators to ensure fair and unbiased scoring; makes recommendations to management, executive management, and Board of Directors on contract awards.
- Processes purchase orders; solicits additional information, quotes, and/or negotiates terms and conditions with vendors; creates purchase orders and attaches all required documentation relevant to the purchase of goods or services.
- Reviews insurance certificates and endorsements to ensure limits of insurances for general liability, auto, workers compensation, excess liability, pollution, fidelity, and other relevant insurance; resolves deficiencies by working with vendor and Risk Management.
- Performs contract audits and solicits feedback from stakeholders; meets with stakeholders to discuss contract performance and documents issues; meets with vendors to discuss Performance Assessment Review and provides information on District performance expectations.

- Provides training to District personnel on procurement software; assists other buyers with orders, discrepancies, invoicing issues, and vendor issues; provides P-card training to new credit card program participants.
- Maintains good working relationships with vendors/contractors; resolves discrepancies and disputes; develops and administers vendor/contractor agreements; negotiates terms and conditions of contracts, pricing, and delivery of goods; maintains related files and databases.
- Receives and responds to inquiries from employees and vendors regarding procurement policies and procedures; investigates complaints and recommends corrective action as necessary for resolution.
- Prepares and distributes purchasing reports to District departments and the Purchasing Manager; serves on District task forces and special purpose committees.
- Acts for the Purchasing Manager in that person's absence.
- Observes and complies with all District and mandated safety rules, regulations, and protocols.
- Performs related duties as assigned.

REQUIRED QUALIFICATIONS

Knowledge of:

- Principles of providing functional direction and training.
- Principles and practices of leadership.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Modern principles, practices, and methods of public and governmental purchasing and procurement programs and processes, including competitive bidding procedures.
- Research methodology used to locate and analyze products, services, and potential vendors/contractors.
- Methods and techniques used to evaluate solicitations, quotes, bids, costs, product and technical specifications, and terms and conditions.
- General principles and practices of data processing and its applicability to purchasing and government operations.
- Federal, state, and local laws, regulatory codes, ordinances, and procedures in assigned areas of responsibility.
- Principles and practices of business organization and public administration.
- Practices and techniques of automated and manual financial document processing and record-keeping.
- Principles, practices, and techniques of drafting and administering purchase contracts and enforcing contract provisions.

- Sources and types of products, commodities and services used by a water and a water reclamation utility.
- 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:

- Plan, organize, and coordinate the work of assigned staff.
- Effectively provide staff leadership and work direction.
- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
- 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.
- Maintain accurate financial records reports for informational, auditing, and operational use.
- Interpret, apply, explain, and ensure compliance with federal, state, and local policies, procedures, laws, and regulations.
- Review and verify accuracy of data.
- Prepare basic budgetary and financial analyses.
- Make accurate arithmetic, financial, and statistical computations.
- Prepare clear, accurate, and concise records and reports.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies, and procedures, and standards relevant to work performed.
- 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.
- Follow and apply written and oral instructions.
- 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:

- Five (5) years of progressively responsible professional experience supporting a comprehensive purchasing program.

Education:

- Equivalent to a bachelor's degree from an accredited college or university with major coursework in business administration, public administration, finance, operations management, or a related field.

Licenses/Certifications:

- No required licenses and certifications.
- Desired certifications:
 - Purchasing, Logistics, and Supply Chain Management Certificate.
 - Purchasing Management Certificate.
 - Certified Professional Public Buyer Certification.
 - Certified Purchasing Manager (C.P.M.) certificate.

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, 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.

Eastern Municipal Water District

Job Title: Senior Buyer

Last Update: March 2020

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: Senior Buyer
Last Update: March 2020

This job description has been reviewed and approved by all levels of management in cooperation with the union (if applicable):

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

Job Description Acknowledgment

I have received, reviewed and fully understand the job description for Senior 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: _____