

JOB DESCRIPTION
Senior Buyer
Code Number: 20002

GENERAL PURPOSE

Under direction, serves as group leader in charge of a commodity group, independently performs the most complex purchasing transactions for a wide range of materials, supplies, services, and equipment for District departments in accordance with District standards and policies and all applicable legal requirements; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This is the lead or advanced journey level in the Buyer series with responsibility for providing training and coordination of purchasing activities within a defined commodity group.

Senior Buyer is distinguished from Buyer in that incumbents in the former class provide lead supervision over a commodity group and independently perform the more complex, specialized, and technical purchasing duties. Complex purchasing assignments generally meet the following types of characteristics: the materials, supplies, services, or equipment are highly technical and specialized, may not have been previously purchased by the District and require research to establish specifications; sources of supply are limited and/or highly competitive, requiring intensive negotiations to obtain reasonable prices; comparative product and cost data are limited; the purchase process consists of interdependent, multiple steps; purchase contracts developed are high dollar volume and generally entail multi-year deliveries or services; and the purchase may expose the District to significant potential risk which must be minimized or mitigated. Incumbents play a significant role in establishing and administering customer-responsive, cost effective, and high quality purchasing standards and procedures that meet all applicable legal requirements.

ESSENTIAL 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 the class.

Leads, assigns, participates in, monitors and reviews the work of a commodity group engaged in purchasing, negotiating and contracting goods and services; provides team leadership and assistance in the more complex purchasing requirements; ensures that procurement activities are in compliance with mandated and District procurement policies, procedures, rules and regulations.

Receives and analyzes assigned purchase requisitions for compliance with District standards and to ensure information is complete, accurate and order parameters are clear and understood; prioritizes requisitions based on department needs and time availability; groups requisitions for efficient action and response.

Prepares weekly reports given to management to assist in the continuing process of improvement for department operations detailing such information as contract expiration dates, overdue shipments and incomplete procurement documentation.

Based on information provided by requesting departments and research conducted, defines detailed product and service specifications and establishes terms of purchase; confers with departments to resolve questions regarding intent and product use, specification definitions, and scope of work statements.

Develops formal and informal bids, RFQ's and RFP's, ensuring that all applicable legal and contractual provisions are included to safeguard the District's interests; prepares invitations to bid and bid solicitations; conducts pre-bid briefings; evaluates bids, performing price/cost analyses and assessing the quality and suitability of supplies, materials, and equipment; recommends alternate products, commodities, or methods to departments when appropriate; summarizes bid responses and prepares bid process documentation; determines or recommends the award of bids, selecting appropriate vendors and suppliers; negotiates contract provisions, within levels of authority.

Utilizes the appropriate contractual instrument for the award of contracts based on the type of procurement, ensuring all legal requirements are incorporated and enforced; periodically reviews long-term purchase agreements and makes recommendations on action in the District's best interests; conducts research with vendors and others to resolve disputed or inaccurate invoices which do not meet District rules and parameters.

Performs product research; conducts studies to determine sources of supply for specialized and/or technical purchases; interviews vendors to evaluate products and services and to obtain comparative information for use in developing bid proposals; researches, analyzes, and coordinates evaluation of equipment prototypes.

Confers with departments to resolve problems relating to changes in scope of work, requests for substitutions and problems with delivery schedules and vendors; follows up on purchase orders to ensure products are received as ordered and in a timely manner.

Ensures that all procurement documentation is properly completed and maintained.

Prepares a variety of business related letters, memoranda and reports.

Enters purchase order, agreement data and changes or revisions into the specialized computer financial system; prepares contract documents.

Assists in the development and recommendation of procedures and processes to improve efficiency, cost effectiveness, customer responsiveness, and quality of District purchasing operations, consistent with meeting all applicable legal requirements.

May assist department management and information technology staff in improving the efficiency and user effectiveness of the purchasing module of the specialized computer financial system.

Performs special projects as assigned; serves on District task forces and special purpose committees.

Performs related duties as assigned.

DESIRED MINIMUM QUALIFICATIONS

Knowledge of:

Principles and practices of effective lead supervision, including training; practices, methods, and techniques of public agency purchasing, including competitive bidding procedures; principles, practices, and techniques of drafting and administering purchase contracts and enforcing contract provisions; applicable District and state laws and regulations governing District purchasing activities; sources and types of products, commodities and services used by a water and a water reclamation utility; methods of conducting product and vendor research; budgeting practices and procedures; recordkeeping practices and procedures related to a purchasing function; principles and practices of sound business communication.

Ability to:

Plan, organize, lead, assign, and inspect the work of commodity group team members; operate a computer, including word processing, spreadsheet, and other standard software; train others in work processes and procedures; define issues, analyze information and problems, evaluate alternatives and develop recommendations; make sound independent judgments within established guidelines; present proposals and recommended courses of action clearly and logically; organize, set priorities and exercise sound independent judgment within areas of responsibility; understand, interpret, explain and apply District and state laws and regulations governing purchasing procedures; efficiently conduct vendor and product research; draft concise, comprehensive purchase specifications for highly technical products and services; communicate clearly and effectively, both orally and in writing; follow and apply written and oral instructions; prepare clear, accurate and concise records and reports; use tact, discretion and diplomacy in dealing with customers, contractors and vendors; effectively negotiate price and terms on behalf of the District; establish and maintain highly effective working relationships with those contacted in the course of work.

Training and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from an accredited college or university with a bachelor's degree in business administration, public administration, finance, operations management or a related field; and five years of increasingly responsible professional experience in purchasing a variety of supplies, materials, services, and equipment; or an equivalent combination of training and experience. Experience in a government or public water or water reclamation utility setting is highly desirable.

Licenses; Certificates; Special Requirements:

Certified Purchasing Manager (C.P.M.) certificate desirable.

PHYSICAL AND MENTAL DEMANDS

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

Physical Requirements

While performing the duties of this class, employees are regularly required to sit; talk or hear, both in person and by telephone; and use hands repetitively to operate, finger, handle, or feel standard office equipment; and reach with hands and arms. Employees are frequently required to stand and walk.

Specific vision abilities required by this job include close vision and the ability to adjust focus.

Mental Demands

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret complex data and information; use math and mathematical reasoning; analyze and solve problems; learn and apply new information; perform highly detailed work on multiple, concurrent tasks with frequent interruptions; interact with District managers, staff, customers, vendors, suppliers, and others encountered in the course of work.

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 under typical office conditions and the noise level is moderately quiet.

FLSA DETERMINATION: Meets administrative exemption from overtime.