

JOB DESCRIPTION
Buyer
Code Number: 20003

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; sources and negotiates within established authority the purchase of goods, services and materials; creates bids and Requests for Proposals for both goods and contracted services; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Buyer is the experienced/journey-level class in the Buyer series. Incumbents independently perform the full range of duties in purchasing a variety of materials, supplies and services for District departments. Incumbents are expected to provide customer-responsive, cost effective and high quality purchasing services for department customers, consistent with applicable legal requirements.

This classification is distinguished from the lower classification of Assistant Buyer by the relative independence with which duties are performed and the complexity of goods and services assigned.

Buyer is further distinguished from Senior Buyer in that the latter is the advanced journey level in the series and are typically given the most complex purchasing assignments which generally meet the following types of characteristics: the materials, supplies, services, or equipment are highly technical and specialized, have not previously been purchased by the District, and require research to establish specifications; sources of supply are limited and/or highly competitive, requiring serious or 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 may entail multi-year deliveries; and the purchase may expose the District to significant potential risk which must be minimized or mitigated.

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.

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.

Receives and analyzes assigned purchase requisitions for compliance with District standards and ensures information is complete, accurate and order parameters are clear and understood; confers with departments to obtain additional required information and resolve questions regarding specifications and scope of work statements.

Prepares clear, and concise product and service descriptions for inclusion on purchase orders and contracts/agreements for services; ensures that product specifications are compliant with District procurement policies and guidelines.

Contacts vendors by telephone, fax, e-mail, or mail to obtain quotations on price, terms and delivery schedules; when necessary and/or desirable, researches and develops new, expanded or alternative sources of supply.

Prepares both formal and informal bid and request for proposal packages for review and approval for submittal on to the Districts' web-site; evaluates bids, performs price/cost analyses and assesses 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 and reports; determines low bid or lowest responsible bidder and selects appropriate vendor or supplier; negotiates prices and terms, subject to management approval.

Creates bid documentation for submittal on to the District's web-site; analyzes responses and selects vendor; creates contract and places the order to ensure an uninterrupted flow of critical goods and materials; prepares and issues purchase orders; processes revisions to purchase orders; prepares and issues releases on blanket purchase orders and contracts.

Conducts studies, when necessary, to determine new or better sources of supply for products, services and commodities within areas of assigned responsibility; interviews vendors to evaluate products and services to obtain comparative information for use in developing proposals.

Confers with departments to resolve problems relating to substitutions, equivalents, delivery schedules, and vendor problems; follows up on purchase orders to ensure products are received in a correct and timely manner; conducts research with vendors and others to resolve invoice disputes; drafts vendor correspondence and documents based on notes or data.

Periodically reviews blanket purchase orders and agreements and makes recommendations on action in the District's best interests.

Serves as an active participant in the development of new projects that would impact procurement of goods and services needed for project completion. Generates and prepares reports on procurement activities as required.

Prepares formal bid and request for proposal packages for review and approval when necessary to carry out purchasing assignments.

Enters purchase order or agreement information into the specialized computer financial system; enters vendor information in the vendor database.

Trains new or transferred 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.

Performs related duties as assigned.

DESIRED MINIMUM QUALIFICATIONS

Knowledge of:

Operations, services and activities of a water and wastewater utility agency as it relates to procurement; principles, practices, methods, and techniques of public agency purchasing, including competitive bidding procedures; 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; recordkeeping practices and procedures related to a purchasing function; principles and practices of sound business communication.

Ability to:

Perform the full range of procurement related duties and responsibilities; operate a computer and word processing, spreadsheet, and other standard software; define issues, analyze information and problems, evaluate alternatives and develop sound conclusions and recommendations; present proposals and recommended courses of action clearly and logically; organize and set priorities; make sound judgments within established guidelines; understand, interpret, explain and apply District and state laws and regulations governing purchasing procedures; communicate clearly and effectively orally and in writing; follow and apply written and oral work instructions; prepare clear, accurate and concise records and reports; use tact, discretion and diplomacy in dealing with customers, contractors and vendors; 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 a college or university with major course work in business administration, public administration, finance, operations management or a related field; and two 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.

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