

BUYER I/II

DEFINITION

Under immediate (Buyer I) to general (Buyer II) supervision, performs complex and varied purchasing duties in support of the District's procurement function including creating request for proposal (RFP), invitation for bid (IFB), and request for qualification (RFQ) documents, facilitating the bid and award process, creating purchase orders, and procuring a variety of materials, supplies, services, and equipment in accordance with District standards and policies and applicable legal requirements; administers procurement card program; assists with inventory control activities; provides a variety of information to other agencies, District staff, vendors, contractors, and the general public; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives immediate (Buyer I) to general (Buyer II) supervision from assigned supervisory or management personnel. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

Buyer I: This is the entry-level classification in the Buyer class series. Initially under close supervision, incumbents learn and perform routine technical and professional procurement duties. As experience is gained, assignments become more varied, complex, and difficult; close supervision and frequent review of work lessen as an incumbent demonstrates skill to perform the work independently. Positions at this level usually perform most of the duties required of the positions at the II-level but are not expected to function at the same skill level and usually exercise less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise.

Buyer II: This is the fully qualified journey-level classification in the Buyer class series. Positions at this level are distinguished from the I-level by the performance of the full range of procurement 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.

Positions in the Buyer I/II class series are flexibly staffed; positions at the II-level are normally filled by advancement from the I-level. Progression to the II-level is dependent on satisfactory work performance (an overall rating of "exceeds standards" or higher is required on the most recent annual performance evaluation), the incumbent meeting the minimum qualifications for the classification including any licenses and certifications, and management approval for progression to the II-level.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the typical functions of the job.

Positions at the Buyer I level may perform some of these duties and responsibilities in a learning capacity.

- Works collaboratively with project teams and/or District staff to create bid documents such as request for proposal (RFP), invitation for bid (IFB), and request for qualification (RFQ) documents by gathering and reviewing information submitted, completing District templates, and processing review and approval of final documents.
- Posts bid documents in accordance with noticing requirements; facilitates bid process including coordinating pre-bid meetings and posting questions and answers documents and addendums; monitors bid expiration and closes bids.
- Reviews submissions to ensure qualifications are met and submissions meet requirements; facilitates bid evaluation process by scheduling evaluation team and reviewing evaluations.
- Completes Notice of Intent award documents and submits documents to appropriate District staff for contracting purposes.
- Receives and reviews purchase requisitions; approves, creates, and updates purchase orders in the financial system; sends copies of the purchase order to appropriate parties including the supplier/vendor, District requestor, and accounts payable.
- Administers the District's procurement card program by gathering staff information, setting up and creating accounts, requesting cards, and reviewing all purchase records to ensure adherence to District purchasing and program policies.
- Administers the District's uniform contract by following the established memorandum of understanding (MOU); meets with vendor representative; reviews, approves, and processes uniform orders; trains District staff on uniform policies.
- Confers with departments to resolve issues relating to substitutions, equivalents, delivery schedules, and supplier problems; follows up to ensure products are received in a correct and timely manner.
- Performs inventory control duties in a back-up capacity as assigned, including operating variety of warehouse equipment such as pallet jack forklift, overhead crane, and other material handling devices in a safe and effective manner.
- Researches and recommends for new vendors as appropriate; evaluates new vendors and arranges new vendor demonstrations for departments as requested.
- Monitors vendor status and qualifications; keeps vendor information current including insurance certificates and proof of licensing.
- Prepares and processes a variety of correspondence, forms, and other documents for review, approval, tracking, and/or recordation.
- Verifies and reviews documents, records, and reports for completeness and conformance with established regulations and procedures; applies applicable policies and procedures in determining completeness of materials submitted.
- Maintains accurate and detailed databases, spreadsheets, procurement files, and records; verifies accuracy of information, researches discrepancies, and records information; ensures compliance with District Records Policy and retention guidelines including archiving, scanning, and destructing files.
- Researches and compiles data from various sources and generates reports according to established procedures and practices.
- Reads, understands, and ensures compliance with the District's Safety Manual; attends safety meetings as required; reports all accidents, violations, or infractions to supervisors.
- Performs related duties as assigned.

QUALIFICATIONS

Positions at the Buyer I-level may exercise some of these knowledge and abilities statements in a learning capacity.

Knowledge of:

- Modern principles, practices, and methods of public and governmental procurement processes, including competitive bidding procedures.
- Applicable federal, state, and local laws, codes, and ordinances relevant to the area(s) of responsibility.
- Research, data collection, and reporting techniques, methods, and procedures.
- Business correspondence writing and the standard format for reports, correspondence, agendas, and related documents.
- Methods of preparing and processing various records, reports, forms, and applications.
- Business arithmetic.
- Record keeping and filing system methods, principles, and practices.
- 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.
- Learn and understand sources and types of products, commodities, and services used by a water and wastewater utility.
- Understand the organization and operation of the District and of outside agencies as necessary to assume assigned responsibilities.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures and standards relevant to work performed.
- Prepare and process various correspondence, forms, procurement documents, and other documents for review, approval, tracking, and/or recordation.
- Respond to and effectively prioritize multiple phone calls and other requests for information and/or service.
- Make accurate mathematical computations.
- Establish and maintain a variety of filing, record keeping, and tracking systems.
- Organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Use tact, initiative, prudence, and judgment within general policy and procedural 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.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:

Equivalent to completion of the twelfth (12th) grade.

Experience:

Buyer I

- One (1) year of experience in procurement, purchasing, inventory control, or warehousing/storekeeping.

Buyer II

- Three (3) years of increasingly responsible experience performing procurement, purchasing, inventory control, or warehousing/storekeeping in a public agency.

Licenses and Certifications:

- Possession of a valid California Class C driver's license, to be maintained throughout employment.
- When assigned to inventory control, ability to obtain, and maintain, a valid Forklift Operator certificate within one (1) month of assignment.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

ENVIRONMENT

Office and warehouse environment; some exposure to variable temperatures in the warehouse; occasionally works at heights on a ladder.

PHYSICAL

- Level Two

Incumbents require sufficient mobility to work in an office and occasionally in a warehouse setting; stand, sit, and walk for prolonged periods of time; push, pull, lift and/or carry moderate amounts of weight; bend, stoop, kneel, and crawl; climb stairs and ladders occasionally; operate office equipment including use of a computer keyboard; operate assigned vehicle and equipment; ability to verbally communicate to exchange information.

VISION

See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

HEARING

Hear in the normal audio range with or without correction.