



DEFINITION

Under direction from the Purchasing Officer or a Senior Buyer, the Procurement Specialist/Buyer I/II is responsible for the preparation and processing of Invitations for Bids (IFBs), Requests for Proposals (RFPs), Requests for Quotations (RFQs), and Purchase Orders for the procurement of materials, equipment, supplies, and professional and other services, commonly used by the District; determines specification requirements and identifies vendor pool; reviews specifications and evaluates bids received; monitors contracts and purchase orders and expedites delivery; assists with designated general service functions; and performs other related work as required. The Procurement Specialist/Buyer I/II classifications may be flexibly staffed.

DISTINGUISHING CHARACTERISTICS

Procurement Specialist is a bridge classification to the professional Buyer series. Under close to general direction within a framework of established policies and procedures, incumbents learn and perform routine professional buying tasks. As experience and proficiency are gained, assignments become more varied and complex. Assignments are given in specific terms and are subject to frequent review while in progress and upon completion, except where tasks are well defined by established standards, policies and procedures. There is limited latitude for independent judgment.

This class is distinguished from the entry level professional Buyer I and experienced, journey-level Buyer II classifications by the routine nature and limited complexity of work assignments and the level of oversight received. Upon recommendation of the immediate supervisor and approval by the department manager, an incumbent Procurement Specialist may advance to Buyer I after satisfying the education and experience requirements for the higher-level classification.

Buyer I is the entry level in the professional Buyer series. Under general direction within a framework of established policies and procedures, incumbents perform moderately difficult professional buying tasks. As experience and proficiency are gained, assignments become more varied and complex and the level of independent action increases within established guidelines. Assignments are given in specific terms and may be subject to review while in progress and upon completion, except where tasks are well defined by established standards, policies and procedures. There is some latitude for independent judgment.

This class is distinguished from the experienced, journey-level Buyer II class by the limited complexity of work assignments and the level of oversight received. Upon recommendation of the immediate supervisor and approval by the department manager, incumbents in this class may advance to the Buyer II classification after gaining experience and achieving proficiency that meets the Buyer II experience requirements.

Buyer II is the experienced, journey-level in the professional Buyer series. Under general direction within a framework of established policies and procedures, incumbents are fully competent to perform the full range of assigned tasks. Assignments are given in general terms and are subject to review upon completion. There is significant latitude for independent judgment and action in well-defined areas of work.

This classification is distinguished from the Senior Buyer, which is an advanced journey-level class responsible for the most complex procurement activities and program analysis and from the Purchasing Officer, which is a supervisory class responsible for staff performance and the efficient and effective operation of a centralized procurement function.

TYPICAL DUTIES

EXAMPLES OF TYPICAL DUTIES MAY INCLUDE, BUT ARE NOT LIMITED TO, THE FOLLOWING:

- Organizes, plans, and writes RFQs, IFBs, RFPs and addenda, contract language, and amendments. Reviews requirements for reasonableness, recommends and applies the appropriate procurement strategy, determines method of compensation and reimbursement develops terms and conditions and solicitation provisions with the assistance of subject matter experts.
- Conducts or assists pre-bid meetings and public bid openings as required.
- Conducts administration of assigned District-wide contracts such as vending machines, office supplies, and copier maintenance.
- Reviews purchase requisitions for completeness and available funds and evaluates the method of procurement to be used; determines specification requirements and identifies vendor pool.
- Secures and compares information regarding source of supply, price, quality, availability, terms and conditions and related information for varied materials, supplies, services and equipment; uses research sources, as appropriate.
- Issues purchase orders to procure designated types of commodities and equipment; based on District policy, prepares revisions to purchase orders when requirements change or costs exceed original order. Has delegated authority to authorize purchase orders with values up to the amount authorized by District policies and procedures.
- Monitors contracts and orders and expedites delivery; reconciles discrepancies between invoices and purchase orders; arbitrates disputes between end users and vendors.
- Interviews sales representatives and maintains contact with vendors; updates list of vendors for bidding purposes; attends product demonstrations, obtains samples and literature regarding potential products and vendor capabilities and confers with end users.
- Maintains records, source information and purchasing reference files; prepares correspondence and other written materials.

- Coordinates record retention and property disposition requirements and executes those dispositions.
- Professionally and tactfully explains policies and procedures to individuals seeking to procure materials, services and/or supplies; helps insure compliance with purchasing policies and procedures approved by the ACWD Board of Directors; insures that risks related to services and supplies are identified and controlled by methods such as obtaining Material Safety Data Sheets, ensuring compliance with insurance requirements and by attending required staff training.
- Sets up, maintains and inputs data into the District's computerized procurement system. Performs procurement website administration; prepares/publishes department reports; and at the Procurement Specialist level, provides administrative support to the department.
- Performs other related work as required.

REQUIREMENTS

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

Education and Experience:

Procurement Specialist: High school diploma or equivalent and a minimum of two (2) years of full-time purchasing experience are required.

For Buyer level positions, possession of a Baccalaureate degree from an accredited college or university with a major in public or business administration, finance, economics or a related field; and

Buyer I: Two (2) years of full-time experience equivalent to that of a Procurement Specialist is required.

Buyer II: Two (2) years of full-time experience equivalent to that of a Buyer I with the District.

Knowledge, Skills and Abilities:

Knowledge of: principles, practices and methods of purchasing in the public sector; the Uniform Commercial Code and other applicable laws and regulations; materials, equipment and supplies commonly used in a water utility; sources of supply, marketing practices and pricing methods; basic financial record keeping, contract management and inventory control principles and procedures; standard office practices and procedures; business English and basic mathematics.

Skill and Ability to: purchase items of the right quantity and quality, from the right source in a cost effective and timely manner; clearly and accurately express the needs of District to a wide spectrum of vendors; evaluate bids; reconcile discrepancies, expedite transactions and follow

up on purchasing matters; interpret, apply and explain District purchasing policies; make accurate mathematical calculations; organize work and utilize good time management techniques to meet critical deadlines; react with a sense of urgency and work independently within procedural guidelines to solve purchasing problems; read and interpret policies, procedures, drawings and specifications; maintain detailed and accurate records; effectively use a personal computer and other standard office equipment; communicate effectively and tactfully, both orally and in writing; establish and maintain effective working relationships with those contacted in the course of the work; and perform the essential duties of the job without causing harm to self or others.

Additional Requirements:

- Must possess a valid California driver's license and have a satisfactory driving record.

Working Conditions/Physical Requirements:

The essential functions of this classification are performed in a controlled-temperature office and require the ability to: sit for extended periods of time in front of a computer screen; use finger dexterity and hand strength to perform simple grasping and fine manipulation; use a telephone and operate a computer and other office equipment on a daily basis; speak and hear in person and on the phone; see sufficiently to perform assignments; and intermittently twist or bend to reach equipment or supplies surrounding desk and walk about District administrative complex to obtain information; and frequently lift items weighing up to 20 pounds and occasionally up to 55 pounds.

Revised: 07/15

Approved: 
Human Resources/Risk Manager