



Buyer I/II

Class Code:
415,416

ALAMEDA COUNTY WATER DISTRICT
Revision Date: 8/13/2015

DEFINITION

Under direction from the Purchasing Officer, procures materials, supplies equipment and services commonly used by the District; determines specification requirements and identifies vendor pool; issues formal and informal solicitations; reviews specifications and evaluates responses received; generates purchase orders; analyzes and researches procurement best practices; and performs other related work as required.

DISTINGUISHING CHARACTERISTICS

Buyer I is the entry level in the professional Buyer series. Under close to general direction within a framework of established policies and procedures, incumbents learn and perform less complex and specialized 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 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 experienced, journey-level Buyer II class by the routine nature and limited complexity of work assignments and the level of oversight received. The Buyer I and II classifications are flexibly staffed. Incumbents in this classification normally advance to a Buyer II after two (2) years at entry level and upon recommendation of the immediate supervisor and approval by the department manager and demonstrated proficiency to meet the job requirements of the Buyer II classification

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 position, which is a professional advanced journey-level class in the purchasing job family, and from the Purchasing Officer which is a supervisory class responsible for staff performance and the efficient and effective operation of purchasing functions.

TYPICAL DUTIES

TYPICAL EXAMPLES OF 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, develops terms and conditions and solicitation provisions with the assistance of subject matter experts, 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 formal and informal solicitations to procure commodities, equipment, and services; manages all aspects of the procurement process through to issuance of contracts or purchase orders.
- Monitors contracts and orders and expedites delivery; reconciles discrepancies between invoices and purchase orders; arbitrates disputes between end users and vendors.
- Interviews sales representative and maintains contact with vendors; attends conferences and training opportunities to keep abreast of marketplace developments; attends product demonstrations, obtains samples and literature regarding potential products and vendor capabilities and confers with end users.
- May serve as a member of the District's Material Review committee which evaluates new products and services; maintains records, source information and purchasing reference files; prepares correspondence and other written materials.
- 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.
- Researches and evaluates single source and sole source requests.
- Coordinates the District's surplus program and provides assistance to the agency's credit card program administrator.
- Maintains comprehensive, auditable contract records and assures compliance with District policies, applicable laws and regulations throughout contract duration. Investigates and helps resolve vendor disputes and performance issues.
- Conducts administration of assigned District-wide contracts such as vending machines, office supplies, and janitorial supplies.
- Applies problem solving skills to determine the root cause of issues and makes recommendations to decision makers based on sound analysis; participates in

procurement related task forces and seeks to collaboratively resolve issues.

- Establishes and maintains data in the District's procurement and inventory systems. Uses department and agency software systems as necessary to accomplish tasks.
- 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:

Possession of a Baccalaureate degree from an accredited college or university with a major in finance, economics, procurement, public or business administration or a related field; and a minimum of:

Buyer 1: Two (2) years of full time experience equivalent to that of a Procurement Specialist with the District.

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, supplies and services commonly used in a public agency; 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 the District verbally and in writing 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

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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 occasionally lift items weighing up to 20 pounds.

Revised:

Approved: 
Human Resources/Risk Manager