

EL DORADO IRRIGATION DISTRICT
Class Specification

CLASS TITLE: Buyer I/Buyer II

DEFINITION

Under supervision performs a variety of professional procurement and purchasing related duties; processes, completes, analyzes, and reviews purchase orders and purchase requisitions for accuracy and correctness; coordinates the purchase of District supplies, materials, equipment and services; and monitors contracts to ensure compliance with purchasing requirements and District rules.

DISTINGUISHING CHARACTERISTICS

Buyer I - This is the entry level class in the Buyer series. Positions in this class typically have little or no directly related work experience. The Buyer I class is distinguished from the II level by the performance of less than the full range of duties assigned to the II level. Incumbents work under general supervision while learning job tasks, progressing to general direction as procedures and processes of assigned area of responsibility are learned.

Buyer II - This is the journey level class in the Buyer series and is distinguished from the I level by the assignment of the full range of duties. Employees at this level receive only occasional instruction or assistance as new, unusual or unique situations arise and are fully aware of the operating procedures and policies within the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from the I level.

SUPERVISION RECEIVED AND EXERCISED

Buyer I/II

Receives general supervision from assigned supervisor or manager; may receive functional supervisor from the Senior Buyer.

EXAMPLES OF ESSENTIAL DUTIES: *the duties specified below are representative of the range of duties assigned to this class and are not intended to be an inclusive list.*

Receives, reviews and processes purchase requisitions and issues purchase orders for materials, services, equipment and supplies; evaluates and processes change order requests.

Solicits, receives, calculates and evaluates bids and proposals for price and quality; negotiates pricing and contracts with vendors; determines whether vendors meet business license, insurance, and other District requirements.

Prepare and present formal and informal requests for bids (RFB) and requests for proposals (RFP).

Researches new sources of vendors; obtains bids and price quotes from vendors; coordinates new vendor profiles and maintains vendor files.

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Works with District staff to prepare equipment, material and services specifications and other necessary documents to facilitate procurement; provides support and training to District staff regarding purchasing requisition rules and procedures; responds to requests from accounting regarding purchase orders.

Monitors contracts to ensure compliance with purchasing related rules and requirements; prepares and maintains a variety of purchasing related records, files, lists and forms; responds to inquiries and provides information regarding purchasing activities.

Assists in recommending and developing more efficient procurement methods and techniques.

Interprets and applies District purchasing policies and procedures; stays current on laws, regulations, ordinances, principles, practices and procedures for purchasing.

Researches and identifies opportunities for cost reduction; prepares price, quality and value comparisons in the evaluation of bids, materials, services and equipment needs.

Builds and maintains positive working relationships with co-workers, other District employees and the public using principles of good customer service.

Performs related duties as assigned.

QUALIFICATIONS

Buyer I

Knowledge of:

Basic principles, practices, methods, and techniques of public agency purchasing. General laws and regulations applicable to public agency purchasing. Materials, supplies, and equipment typically used in a utility district. Modern office procedures and practices. General methods and practices of bookkeeping and financial and statistical record keeping.

Skill/Ability to:

Learn District purchasing procedures, rules and regulations. Assist with the preparation of equipment, material and service specifications. Learn to evaluate the quality and price of products to assess suitability of materials and equipment and alternatives offered. Make arithmetic calculations with speed and accuracy. Learn to understand, interpret and explain department policies and procedures. Ability to maintain reliable attendance is a condition of employment, subject to applicable medical and disability leave laws. Establish and maintain effective working relationships with those contacted in the course of work. Communicate clearly and concisely, both orally and in writing. On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures. On a continuous basis, sit at desk for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, and write or use a keyboard to communicate through written means; and lift or carry weight of 25 pounds or less.

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Experience and Education:

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

Experience:

One year of purchasing experience is desirable.

Education:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in business administration, public administration, purchasing, materials management or a related field.

SPECIAL QUALIFICATIONS

License and Certificate:

Possession of, or ability to obtain, a valid California driver's license at the time of appointment. Individuals who do not meet this requirement due to physical disability will be reviewed on a case-by-case basis.

Buyer II

In addition to the qualifications for the Buyer I:

Knowledge of:

Public purchasing rules and regulations. Purchasing cost analysis, systems contracting and alternative procurement methods. Materials, supplies, and equipment typically related to industry. Competitive bidding procedures. Methods and practices for purchase negotiation and techniques used in public agencies. Principles of contract specification preparation. Principles and practices of technical and functional supervision and training.

Skill/Ability to:

Analyze, forecast, and coordinate the purchase of a wide variety of District supplies, materials, services and equipment. Interpret and apply purchasing rules and regulations. Develop new sources of supply. Assist in analyzing, evaluating and modifying purchasing methods and procedures. Negotiate contract terms. Monitor contracts to ensure compliance with terms. Research and recommend vendors. Provide technical and functional supervision over assigned staff; effectively train staff.

Experience and Education:

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

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Experience:

Three years of responsible experience similar to Buyer I with the El Dorado Irrigation District.


Education:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in business administration, public administration, purchasing, materials management or a related field.

SPECIAL QUALIFICATIONS

License and Certificate:

Possession of, or ability to obtain, a valid California driver's license at the time of appointment. Individuals who do not meet this requirement due to physical disability will be reviewed on a case-by-case basis.

 Human Resources Authority	<u>08/01/2017</u> Date
Established: 08/18/2009 Revised: 08/01/2017 FLSA: Non-Exempt Unit: Non-Safety	