

EL DORADO IRRIGATION DISTRICT
Class Specification

CLASS TITLE: Senior Buyer

DEFINITION

Under general direction, performs a variety of professional procurement and purchasing related duties. Ensures necessary coordination among District departments; provides technical support, information and assistance on purchasing issues, including utilization of the District's computer financial system(s); provides necessary technical and administrative support to legal personnel to ensure contract compliance with District policies, regulations, and public agency purchasing requirements. Organizes, assigns and reviews the work of assigned personnel engaged in the procurement of supplies, materials and professional services.

DISTINGUISHING CHARACTERISTICS

The Senior Buyer is the advanced journey level classification and is distinguished from other classes by the level of responsibility assumed, complexity of duties assigned, independence of action taken, and by the nature of services provided to internal and external customers. Employees in this class work within a framework of established rules and procedures and are expected to perform the full range of duties with only occasional instruction or assistance. Incumbents are responsible for organizing ancillary services which are part of the District's purchasing and procurement activities and may provide technical and functional supervision over assigned personnel. Employees at this level are required to be fully trained in all procedures related to assigned areas of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from assigned division supervisor or manager. May exercise technical and functional supervision over assigned technical and administrative support personnel.

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.*

Determines appropriate contractual instruments for various types of procurements, reviews purchase orders, contracts, and related documents for completeness, accuracy and compliance with District purchasing and procurement policies; issues purchase orders and evaluates change order requests.

Acts as the primary liaison between vendors, contractors, District departments, local and State agencies, and the public regarding purchasing and procurement matters. Conducts research pertaining to market conditions and new products and services and works with vendors to develop new sources of supply, negotiates and evaluates pricing, discounts, and delivery conditions.

Solicits, receives, calculates, evaluates, and secures bids and proposals; compares information regarding price, quality, availability and related data for a wide variety of materials, supplies, equipment, and general services; determines whether vendors meet business license, insurance, and other District requirements.

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Interfaces, assists and coordinates with the District's Legal, Operations, and Engineering departments to provide the necessary support required to accomplish procurement, purchasing, and contract administration.

Prepare and present formal and informal Requests For Bids (RFB) and Requests For Proposals (RFP).

Provides complex assistance, investigates and prepares recommendations related to a wide range of procurement and purchasing issues.

Resolves problems, questions and complaints related to requisitions, buyers, customers, contracting, accounting, warehouse, purchasing procedures, vendors as related to purchasing and procurement.

Confers with departments 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

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.

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

Establishes schedules and methods for providing purchasing and general services; identifies resources needed, reviews with appropriate management staff and allocates resources accordingly.

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

May plan, prioritize, and review the work of staff engaged in procurement and purchasing activities, provides necessary feedback and identifies staff training needs in order to correct deficiencies..

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

Knowledge of:

Advanced principles, practices, methods, and techniques of public agency purchasing. General laws and regulations applicable to public agency purchasing. Practices and methods of purchasing by specification and competitive bidding. Principles of contract negotiation. Principles of public agency RFB's, RFP's and contracts. Materials, supplies, and equipment typically used in a utility district. Principles of contract specification preparation. Principles and

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practices of technical and functional supervision and training. Modern office procedures and practices. General methods and practices of bookkeeping and financial and statistical record keeping.

Skill/Ability to:

Ability to prepare concise, clear reports, RFB's, RFP's, contracts and correspondence. Ability to learn District purchasing procedures, rules and regulations and to negotiate single and multiparty contracts and procurements successfully. Analyze, forecast, and coordinate the purchase of a wide variety of District supplies, materials, services and equipment. Interpret and apply purchasing rules and regulations. Prepare specifications for equipment, material and services. 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.

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:

Four years of paraprofessional technical purchasing experience in a variety of purchasing and buying functions and/or two years of experience similar to the District's Buyer II. Public agency experience is highly desired.

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.

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Certification as an Accredited Purchasing Practitioner (APP), Certified Purchasing Manager (CPM), Certified Public Purchasing Officer (CPPO), and/or Certified Professional Public Buyer (CPPB) is highly desired.

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