



**JULY 2012**  
**FLSA: EXEMPT**

## **BUYER**

*This class specification indicates, in general terms, the type and level of work performed as well as the responsibilities of employees in this classification. The job functions described are not to be interpreted as being all-inclusive to any specific employee.*

### **DEFINITION**

Under general supervision, performs routine professional purchasing and procurement work with consideration of cost, quality, reliability of source, and urgency of need following established policies, procedures, and practices; negotiates for specific commodities and services, analyzes quotes received, processes purchase orders in order to award supplier, and expedites deliveries; and performs related work as required.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives supervision from assigned supervisory and/or management staff. Exercises no supervision of staff.

### **CLASS CHARACTERISTICS**

This is the first journey-level class in the Buyer series that performs routine departmental purchasing and procurement activities and programs. Positions at this level are not expected to function with the same amount of program knowledge or skill level as positions allocated to the Senior Buyer level and 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. As experience is gained, assignments become more varied and are performed with greater independence. This class is distinguished from the Senior Buyer in that the latter performs the full range of duties assigned to the class series and is responsible for the more complex programs and projects that require a higher level of knowledge and skill.

### **EXAMPLES OF ESSENTIAL 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 essential functions of the job.*

- Performs a variety of routine duties involved in the procurement of materials, supplies, services, and equipment for District departments and operations; ensures all purchasing activities comply with policies, procedures, rules, and regulations.
- Participates in the preparation and administration of the Request for Proposal (RFP) and Notification of Bid (NIB) processes; reviews, suggests changes to, and finalizes Scope of Work with end user; verifies vendor list; reviews and finalizes RFP and NIB packages and publishes supporting documents to the online bidding database; receives and reviews proposals; prepares evaluation tools; checks references; sends outcome letters; assists in contract preparation and distribution; requests insurance; creates purchase orders.

- Processes contract/purchase change orders; receives requisition from end user; reviews file for compliance with District policies and purchasing thresholds; coordinates the creation of change order to agreement; reviews signed and returned contract; changes purchase order.
- Orders stock and non-stock items; requests and reviews quotes; creates purchase orders; places orders; maintain records.
- Administers blanket purchase orders for convenience, maintenance, and service items; tracks expiration dates; sends notice of expiration to end-users; requests quotation for new fiscal year from vendor; requests insurance; creates purchase order.
- Maintains documentation and interfaces with receiving, accounting, and vendors to analyze and resolve invoice, delivery, past-due orders, damaged, or incorrect goods or discrepancies; coordinates documentation required for vendor repairs and exchanges; works with warehouse and end-users for equipment that must be sent out for repairs; finds appropriate vendors and schedules pick-up of repair items, follows up on status of repair.
- Identifies, investigates, and recommends new or alternate sources of supplies with consideration for availability, price, and product performance; arranges for the demonstration or field-testing of new products or services.
- Administers the procurement card program; issues and cancels cards; sets limits; collects and reviews procurement card logs for proper usage; forwards to accounting for payment.
- Participates in the Buyer Outreach Program; meets with assigned departments on a scheduled basis; reviews capital equipment schedule; provides general as well as policy information; maintains on-going communication with departments.
- Maintains good working relationships with vendors/contractors; resolves discrepancies and disputes; develops and administers vendor/contractor agreements; negotiates terms and conditions of contracts; maintains related files and databases.
- Gathers and analyzes internal usage data; forecasts usage; prepares cost, capability, and terms recommendations.
- Participates in surplus property disposal; reviews items to be discarded; requests approvals; verifies bid list; receives and reviews bids; requests insurance; sends award letter; arranges for payment; coordinates logistics.
- Establishes and maintains files and records of purchasing activities.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the fields of purchasing and procurement; researches emerging products and enhancements and their applicability to District needs.
- Performs related duties as required.

## **QUALIFICATIONS**

### **Knowledge of:**

- Modern principles, practices, and methods of public and governmental purchasing and procurement programs and processes and their application to District operations.
- General principles and practices of data processing and its applicability to purchasing programs and functions.
- Materials, supplies, and equipment commonly used in the construction, operation, and maintenance of a wastewater facility.
- Principles and applications of critical thinking and analysis.
- Principles and methods of negotiations.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Principles and practices of business organization and public administration.
- Practices and techniques of automated and manual financial document processing and record-keeping.

- Modern office practices, methods, and computer equipment and computer applications related to work, including word processing and spreadsheet software.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.

**Ability to:**

- Evaluate the quality and price of products to judge suitability of goods and/or alternatives offered.
- Advise and explain purchasing policies, procedures, and standards.
- Research and utilize data and information to achieve cost effective results.
- Apply critical thinking and analysis in completing assignments.
- Negotiate contracts, agreements, and/or pricing schedules for services, supplies, and equipment.
- Maintain confidentiality in maintaining critical and sensitive information, records, and reports.
- Maintain accurate financial records and reports for informational, auditing, and operational use.
- Interpret, apply, explain, and ensure compliance with Federal, State, and local policies, procedures, laws, rules, and regulations.
- Review and verify accuracy of data.
- Make accurate arithmetic, financial, and statistical computations.
- Enter and retrieve data from a computer with sufficient speed and accuracy.
- Establish and maintain a variety of filing, record-keeping, and tracking systems.
- Understand and carry out a variety of complex instructions in a responsible and independent manner.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Use critical thinking techniques effectively.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy and legal guidelines.
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

**Employment Standards:**

Any combination of education and experience that provides the required knowledge, skills, and abilities may be qualifying as determined by OCSD.

1. Possession of a bachelor's degree from a college or university which is accredited by the US Department of Education, with major coursework in business or public administration, purchasing, accounting, finance, or a related field; AND,
2. Two (2) years of governmental purchasing experience.

**Licenses and Certifications:**

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment.
- Possession of a Certified Purchasing Manager (C.P.M.) certificate is desirable.

**Disaster Service Workers:**

All Orange County Sanitation District employees are designated Disaster Service Workers through state law (California Government Code Section 3100-3109). Employment with the Orange County Sanitation District requires the affirmation of a loyalty oath to this effect. Employees are required to complete all related training as assigned, and to return to work as ordered in the event of an emergency.

**PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing in and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds.

#### **ENVIRONMENTAL ELEMENTS**

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.