



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

## **SENIOR 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 direction, performs complex and responsible 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 general direction from assigned supervisory and/or management staff. Exercises no direct supervision of staff. May coach and/or mentor less experienced staff.

### **CLASS CHARACTERISTICS**

This is the full journey-level class in the Buyer series. Employees at this level perform more difficult assignments, projects, analyses, and programs assigned to classes within this series, receive only occasional instruction or assistance as new or unusual situations arise, and have full and thorough knowledge of the concepts, practices, procedures, and policies of purchasing and procurement. Responsibilities may include guidance on programs and/or projects and leads by example. Successful performance of the work requires thorough knowledge of governmental procurement practices and procedures, purchasing, and formal and informal bid processes. This class is distinguished from the Purchasing Supervisor in that the latter is responsible for planning, organizing, and coordinating all programs, projects, and activities of the purchasing function.

### **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.*

- Provides complex professional and technical assistance in the administration and implementation of the District's purchasing and procurement programs, including purchasing a variety of materials, services, supplies, and equipment.
- Performs a wide variety of complex 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 users; verifies vendor lists; reviews and finalizes RFP and NIB packages; publishes NIB and/or RFP and supporting documents to the online bidding database; receives and reviews proposals; prepares evaluation tools; prepares for and conducts Job Walk or Pre-Bid meetings; issues Addenda and

- Question and Answers; checks references; sends outcome letters; assists in contract preparation and distribution; requests proof of insurance; creates purchase orders.
- Processes contract/purchase change orders; receives requisitions from end users and verifies supporting documents and budget information; reviews files for compliance with District policies and purchasing thresholds; coordinates the creation of change orders to agreement; reviews signed and returned contracts; changes purchase orders as appropriate.
  - Orders stock and non-stock items; requests and reviews quotes; creates purchase orders; places orders; maintains records.
  - Administers blanket purchase orders for convenience, maintenance, and service items; tracks expiration dates; sends notices of expiration to end-users; requests quotations for new fiscal year from vendors; 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.
  - Maintains procurement card purchases; places orders via credit card, follows up to ensure delivery, obtains receiving paperwork, reconciles credit card statements monthly.
  - 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.
  - Receives and responds to inquiries from employees and vendors regarding procurement policies and procedures; investigates complaints and recommends corrective action as necessary for resolution.
  - Evaluates product usage trends; forecasts District needs and projects costs; evaluates available products and services from various sources; and develops procurement solutions.
  - Participates in surplus property disposal; reviews items to be discarded; requests approvals; verifies bid lists; receives and reviews bids; requests proof of insurance; sends award letters; arranges for payments; coordinates logistics.
  - Establishes and maintains files and records of purchasing activities.
  - Makes recommendations for modifications in procurement policies and ordinances as appropriate.
  - 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.
  - When assigned to programs and/or projects, provides leadership and guidance to others. As a program and/or project leader, may direct, assign, train, monitor and review the work activities of team members; determines work priorities; oversees quality and quantity of work performed and ensures adherence to established procedures by instructing employees accordingly; is a reference to employees by possessing specialized skills; develops and implements work improvements.
  - Acts for the Purchasing Supervisor in his/her absence.
  - 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:**

- Perform work of a specialized nature and develop the ability to use independent judgment and personal initiative.
- Evaluate the quality and price of products to judge suitability of goods and/or alternatives offered.
- Advise and explain purchasing policies, procedures, and standards.
- Apply critical thinking and analysis to a broad range of situations.
- Use critical thinking techniques in reaching independent decisions.
- Research and utilize data and information to achieve cost effective results.
- Interpret, apply, explain, and ensure compliance with Federal, State, and local policies, procedures, laws, rules, and regulations.
- Identify problems, research and analyze relevant information, develop and present recommendations and justification for solution.
- Use critical thinking techniques in determining problem resolutions.
- Negotiate contracts, agreements, and/or pricing schedules for services, supplies, and equipment.
- Maintain accurate financial records and reports for informational, auditing, and operational use.
- Maintain confidentiality in maintaining critical and sensitive information, records, and reports.
- 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.
- Train others on proper work procedures and lead by example.
- Demonstrate safe work practices and procedures in the workplace.
- Lead subordinate-level staff on programs and projects.
- Resolve conflict through supervision in establishing workable solutions and alternative approaches.
- 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. Three (3) years of increasingly responsible 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 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.