

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, and expedites deliveries; and performs duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned supervisory and/or managerial staff. Exercises no direct supervision of staff.

CLASS CHARACTERISTICS

This classification is the second of four levels within the purchasing job series. The focus of this level is both a technical and analytical role, with work involving conventional and routine purchasing and procurement activities. Positions at this level are not expected to function with the same amount of knowledge or skill level as positions allocated to the senior - level and exercise less independent judgment and initiative 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, non-routine purchasing and procurement activities that require a higher level of knowledge and skill.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS (Illustrative Only)

The following essential job functions are typical for this classification. Incumbents may not perform all of the listed job functions and/or may be required to perform additional or different job functions from those set forth below to address business needs and changing business practices.

- Performs a variety of routine duties involved in the procurement of materials, supplies, services, and equipment for OC San 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 and hosts evaluation meetings; participates in negotiations; checks references; sends outcome letters; assists in contract preparation and distribution; requests insurance; generates purchase orders.
- Processes contract/purchase change orders; receives requisition from end user; reviews file for compliance with OC San policies and purchasing thresholds; coordinates the creation of change order to agreement; reviews signed and returned contract; revises purchase order.

- Orders stock and non-stock items; requests and reviews quotes; creates purchase orders and places orders.
- 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 vendors and reviews any changes in contract terms; requests insurance documentation; creates purchase order.
- Maintains documentation and interfaces with receiving and accounting staff 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 staff and end-users for equipment 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 considering availability, price, and product performance; arranges for 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 and provides training to OC San staff as required.
- Maintains effective working relationships with vendors and contractors; develops and administers contracts and agreements; negotiates terms and conditions; resolves discrepancies and disputes.
- Gathers and analyzes internal usage data; forecasts usage; prepares cost, capability, and terms recommendations; generates various reports as requested.
- 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, records, and databases 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 OC San needs.
- Ensures safety and health procedures and precautions are adhered to, corrects unsafe work conditions/practices, and/or reports unsafe work conditions/practices to assigned supervisory or managerial staff.
- Performs duties as assigned.

QUALIFICATIONS

Knowledge of:

- Modern principles, practices, and methods of public and governmental purchasing and procurement programs and processes.
- Principles and applications of critical thinking and analysis.
- Principles and methods of negotiations.
- Applicable federal, state, and local laws, codes, and ordinances relevant to area(s) of responsibility.
- Business math and basic statistical analysis.
- Practices and techniques of financial document and data processing and record-keeping.
- Techniques for effectively representing OC San in contacts with governmental agencies, community groups, and various business, professional, regulatory, and legislative organizations.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Current equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

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.
- Learn the materials, supplies, and equipment commonly used in the construction, operation, and maintenance of wastewater facilities.
- Assist with negotiations of contracts, agreements, and/or pricing schedules for services, supplies, and equipment.
- Maintain accurate financial records and reports for informational, auditing, and operational use.
- Make accurate arithmetic, financial, and statistical computations; review and verify accuracy of data.
- Establish and maintain a variety of filing, record-keeping, and tracking systems.
- Operate a motor vehicle and travel to various OC San sites, projects, and/or meetings.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department in meetings with governmental agencies, community groups, various business, professional, and regulatory organizations, and in meetings with individuals.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Use tact, initiative, prudence, and independent judgment within general policy and legal guidelines.
- Comply with safe work practices and procedures in the workplace.
- Provide a high level of customer service by effectively dealing with the public, vendors, contractors, and OC San staff.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective 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 OC San.

1. Bachelor's degree from a college or university accredited by the U.S. Department of Education with major coursework in business or public administration, purchasing, accounting, finance, or a related field.

Licenses and/or Certifications:

- Must possess a valid California Class C Driver's License.

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

- Mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and visit various OC San sites; this is primarily a sedentary office classification although standing in work areas and walking between work areas may be required;

occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information; ability to lift, carry, push, and pull materials and objects up to 35 pounds.

- Vision to read printed materials and a computer screen.
- Hearing and speech to communicate in person and over the telephone.
- Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment.

ENVIRONMENTAL ELEMENTS

- 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.

OTHER REQUIREMENTS

- Probationary Period: All OC San employees, except classifications considered “at-will”, are subject to the probationary period provisions as specified in the applicable Memorandum of Understanding, policies, and/or resolutions. Employees who have not yet successfully completed their initial probationary period serve “at-will” and may be released from employment without cause or recourse to any appeal or grievance procedures.
- Pre-Employment: All employment offers are contingent upon successful completion of OC San’s pre-employment process, which includes a background investigation, a physical examination, and a drug screen.
- Work Location Assignment: Employees will be assigned to a work location based on business needs which may be located at any/all of OC San locations; this work location may be changed at any time.