

PRINCIPAL 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 a wide variety of and the most complex 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; serves as OC San's expert and/or internal consultant on highly complex purchasing and procurement programs; provides subject matter expertise and functional and technical direction to lower-level staff; and performs duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from assigned supervisory and/or managerial staff. Exercises no direct supervision of staff. Exercises technical and functional direction over and provides training to lower-level staff.

CLASS CHARACTERISTICS

This classification is the fourth of four levels within the purchasing job series responsible for performing the most difficult and responsible assignments, projects, analyses, and programs assigned requiring advanced knowledge of the concepts, practices, procedures, and policies of public agency purchasing. Positions at this level provide technical and functional direction and leadership to assigned staff. Assignments at this level have significant impact on OC San's operations. Completed work is reviewed only from an overall standpoint in terms of feasibility, compatibility with other work and/or effectiveness in meeting requirements and expected results. This class is distinguished from the Purchasing Supervisor in that the latter has full supervisory authority for planning, organizing, and overseeing the full scope of purchasing and materials management functions.

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.

- Serves as an expert and/or internal consultant to management in the administration and implementation of OC San's purchasing programs, including purchasing a variety of materials, services, supplies, and equipment.
- Performs a wide variety of complex duties and oversees procurement of materials, supplies, services, and equipment for OC San departments and operations; ensures all purchasing activities comply with policies, procedures, rules, and regulations.
- Organizes and assigns the work of lower-level staff; trains staff in work procedures; reviews work products and provides direction for difficult and/or non-conventional assignments; acts as a project leader to assigned programs/projects; 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.

- Participates in and oversees 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 RFP and/or NIB 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; conducts negotiations; prepares agenda reports for Boards/Committees; sends outcome letters; assists in contract preparation and distribution; requests proof of insurance and reviews for compliance; generates purchase orders and award documentation.
- Processes and oversees contract/purchase change orders; receives requisitions from end users and verifies supporting documents and budget information; reviews files for compliance with OC San policies and purchasing thresholds; coordinates the creation of change orders to agreement; reviews signed and returned contracts; revises purchase orders.
- 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 and reviews any changes in contract terms; requests insurance documentation; creates purchase orders.
- 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.
- Oversees the maintenance of procurement card purchases; places orders via credit card, follows up to ensure delivery, obtains receiving paperwork, reconciles credit card statements monthly.
- Oversees the Buyer Outreach Program; meets with assigned departments for training 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.
- 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 OC San needs and projects costs; evaluates available products and services from various sources; 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; generates reports as requested.
- Makes recommendations and assists in the development, implementation, and management of purchasing policies, regulations, procedures, and ordinances.
- Attends and participates in OC San Committee and Board meetings and 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.
- Acts for the Purchasing Supervisor in their absence.
- 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:

- Principles of providing functional direction and training.
- Applicable federal, state, and local laws, codes, and ordinances relevant to area(s) of responsibility.

- Advanced principles, practices, and methods of public and governmental purchasing and procurement programs and processes and their application to OC San operations.
- Materials, supplies, and equipment commonly used in the construction, operation, and maintenance of wastewater facilities.
- Advanced principles and applications of critical thinking and analysis.
- Public contracting authority and responsibility.
- Principles, methods, and techniques of negotiations.
- Practices and techniques of financial document and data processing and record-keeping.
- Business mathematics and financial calculations used in procurement documentation.
- Techniques for effectively representing OC San in contacts with governmental agencies, community groups, and various business, professional, regulatory, and legislative organizations
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- 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:

- Oversee and administer assigned programs and/or projects and promote the individual professional growth and development of less experienced staff; plan, organize, and coordinate the work of assigned staff; effectively provide staff leadership and work direction.
- Evaluate the quality and price of products to judge suitability of goods and/or alternatives offered.
- Resolve conflict through workable solutions and alternative approaches.
- Negotiate contracts, agreements, and/or pricing schedules for services, supplies, and equipment.
- Develop and implement new or enhanced systems, methods, policies, and procedures; monitor program progress in meeting goals and objectives; conduct updates with management staff to inform and advise on program progress; make adjustments as necessary.
- Identify problems, research and analyze relevant information, and develop and present recommendations and justification for solution and to achieve cost effective results.
- 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.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- 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 and OC San in meetings with governmental agencies, contractors, vendors, and various businesses, professional, regulatory, and legislative organizations.
- 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.
2. Five (5) years of work experience in purchasing or contracts.

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.