



Senior Buyer

Class Code:
417

DEFINITION

Under direction, performs a variety of complex and difficult purchasing activities to obtain goods, materials, equipment, and services in compliance with applicable federal and state public purchasing laws, rules, regulations, and established Alameda County Water District policies and standards; and performs related work as required.

DISTINGUISHING CHARACTERISTICS

Senior Buyer is the advanced journey-level class in the professional Buyer series. This classification is distinguished from the Buyer II classification by performing the most difficult and complex duties in purchasing assignments for equipment, materials, supplies, and services. Such procurements would typically consist of the following characteristics: the materials, supplies, services or equipment are very technical, specialized and require research to establish specifications; sources of supply are limited and/or highly competitive, requiring in-depth analysis and/or negotiations to obtain fair and reasonable pricing; the purchase process consists of independent, multiple steps; purchase contracts are specialized and/or high dollar volume and may entail multi-year deliveries; and the purchase may expose the District to significant potential risk which must be minimized or mitigated. An incumbent is expected to provide customer-responsive, cost effective and high-quality purchasing services for customers, consistent with applicable legal requirements.

This job class requires initiative, accuracy, attention to detail, organizational skills, the ability to focus on multiple tasks, and professional level analytical and evaluative judgment.

The Senior Buyer is distinguished from the Purchasing Officer classification in that the latter has full responsibility for the efficient and effective operation of a centralized purchasing function and is a supervisory class responsible for staff performance. The Senior Buyer may direct and oversee the work of others and may act for the Purchasing Officer in their absence. The Senior Buyer has delegated authority to authorize work with values up to the amount determined by District policies and procedures.

TYPICAL DUTIES

TYPICAL EXAMPLES OF DUTIES MAY INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:

- Develops complex and specialized Invitations for Bids, Requests for Proposals/Qualification and Requests for Quotes; coordinates the solicitation process from initiation to contract award; leads and/or supports contract negotiations to achieve best overall value to the agency.
- Prepares all components of solicitations, advertisements, and purchase orders; issues solicitations; conducts pre-proposal/pre-bid meetings and site visits; receives proposals and conducts public bid openings; analyzes bids by costs and calculates quantity conversions, as necessary, to conduct accurate bid analysis to establish the lowest

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responsive and responsible bidder; facilitates proposal evaluation to determine highest ranked proposer based on best value to the agency.

- Researches and evaluates single source and sole source requests.
- Conducts complex cost-price and total cost of ownership analysis and identifies potential cost savings.
- Prepares written correspondence, procurement summaries, and contract award recommendations.
- Utilizes software applications to manage contract activities; performs financial system transactions in the initiation and administration phases of contracts.
- Issues purchase orders up to the amount authorized by the District's policies and procedures.
- Evaluates and arranges for the disposition of surplus assets.
- Informs the Purchasing Officer and relevant user departments on market factors and economic trends that could impact the District's purchasing activities; uses analytical and statistic techniques to collect, consolidate, and reduce relevant data; applies forecasting techniques and cost/benefit analyses on future acquisitions.
- Assists and supports the Purchasing Officer in the definition and fine-tuning of the District's Strategic Procurement Planning; collaborates in the determination of District's long-term purchasing goals and in the translation of the District's mission, goals and objectives into measurable purchasing activities that are used to plan, budget, and manage the procurement function within the organization.
- Develops and implements different Supplier Development techniques to manage the District's portfolio of Vendors and to align suppliers' performances to District's expectations in terms of cost reduction or quality improvement.
- Serves as a member of the District's Material Review committee which evaluates new products and services.
- Administers the District's purchasing card program, as assigned.
- Maintains comprehensive, auditable contract records and assures compliance with District policies, applicable laws, and regulations throughout contract duration; investigates and helps resolve vendor disputes and performance issues.
- Advises and consults with departmental representatives on procurement matters and assists in resolving issues; confers with end users to obtain required information and resolve questions regarding purchase requirements; prepares concise, comprehensive, and accurate product and service descriptions for inclusion in specifications, scope of work statements, purchase orders, and contracts/agreements for services.

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- Develops and maintains professional working relationships with vendors, the public, and agency employees; provides training to user departments on current purchasing procedures.
- Conducts strategic sourcing initiatives to ensure the needs of the District are addressed.
- Continuously monitors and evaluates the efficiency and effectiveness of the purchasing department's service delivery, policies, and procedures; identifies and recommends opportunities for improvements and implements changes; participates in long-term planning to assess future purchasing and inventory needs; participates in the development, revision, and implementation of new automated procedures.
- Develop and implement procurement related training programs for procurement planning and contract administration purposes.
- Assist with general services activities on an as-needed basis; participates in the Emergency Operations Center as the Purchasing department liaison
- Lead special projects as assigned to meet the Purchasing department's goals and objectives.
- May act as Purchasing Officer in their absence.
- Performs other related work as required.

Knowledge, Skills, and Abilities:

Knowledge of: principles, practices, methods and techniques of public agency purchasing, including specification development and competitive bidding procedures; applicable state and federal laws and regulations including the Uniform Commercial Code; record keeping practices and procedures related to a purchasing function; principles and practices of sound business communication; procurement practices of governmental purchasing including sources of supply, marketing practices and pricing methods; trends in the procurement industry; modern office practices, methods, and computer equipment and applications related to the work, including word processing, database, and spreadsheet software.

Skill and Ability to: define issues and learn and apply new information; analyze information and problems, evaluate alternatives, and develop sound conclusions and recommendations; exercise a high degree of maturity and integrity; organize, set priorities, and exercise sound judgment within areas of responsibility; present proposals and recommended courses of action clearly and logically; understand, interpret, explain, and apply state and District law and regulations governing purchasing procedures; negotiate effectively on behalf of the District with vendors; prepare clear, accurate, and concise specifications, agreements, contracts, records, and reports; use tact, discretion, and diplomacy in dealing with concerned vendors; exercise appropriate judgment in answering questions and releasing information; perform highly detailed work on multiple, concurrent tasks with frequent interruptions; analyze and project consequences or decisions and/or recommendations; operate modern office equipment including computer and specialized software application programs; communicate clearly and concisely, both orally and in writing; establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

REQUIREMENTS

Education and Experience:

- Possession of a Baccalaureate degree from an accredited college or university in public administration, business administration, economics, or a related field; and,
- four (4) or more years increasingly responsible full-time professional experience in a formal purchasing department, including experience purchasing a variety of supplies, materials, equipment, and services. Experience in a government or public water utility setting is desirable.

Additional Requirements:

- Must possess a valid driver's license and have a satisfactory driving record.

Desirable Qualifications:

Certification as a Certified Public Procurement Buyer, Certified Professional Procurement Officer, or a Certified Purchasing Manager is desired but not required.

Working Conditions/Physical Requirements:

The essential functions of this classification are performed in a controlled-temperature office and require the ability to: sit for extended periods of time in front of a computer screen; use finger dexterity and hand strength to perform simple grasping and fine manipulation; use a telephone and operate a computer and other office equipment on a daily basis; speak and hear in person and on the phone; see sufficiently to perform assignments; and intermittently twist or bend to reach equipment or supplies surrounding desk and walk about District administrative complex to attend meetings; and occasionally lift items weighing up to 20 pounds.

Revised: 04/13, 02/21, 03/28

Approved: 
Human Resources/Risk Manager