



THE METROPOLITAN WATER DISTRICT  
OF SOUTHERN CALIFORNIA

## BUYER I

<b>Group-Section:</b> Business Technology Group	<b>FLSA Status:</b> Non-Exempt <b>Bargaining Unit:</b> AFSCME	<b>Salary Grade:</b> 38 <b>Job #:</b> YA12
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### JOB SUMMARY

This is the intermediate level position performing Buyer I job duties.

### DISTINGUISHING CHARACTERISTICS

This classification is distinguished from the higher levels by its emphasis on the more routine, often non-bid purchasing requests involving less technical or less specialized commodities, and by working under moderate supervision. Positions at this level are provided established procedures for doing the work and a number of specific guidelines are available. Situations to which the existing guidelines cannot be applied are referred.

### OVERSIGHT

**Supervision Received:** The supervisor provides continuing or individual assignments by indicating generally what is to be done, limitations, quality and quantity expected, deadlines, and priority of assignments. The supervisor provides additional, specific instructions for new, difficult, or unusual assignments including suggested work methods or advice on source material available. The employee uses initiative in carrying out recurring assignments independently without specific instruction, but refers deviations, problems, and unfamiliar situations not covered by instructions to the supervisor for decision or help. The supervisor assures that finished work and methods used are technically accurate and in compliance with instructions or established procedures. Review of the work increases with more difficult assignments if the employee has not previously performed similar assignments.

**Supervision Given:** None

### JOB DUTIES

1. Performs a range of expediting responsibilities such as reviewing purchase order expected receipt reports to ensure timely delivery of materials and supplies; interfaces with vendors on past due deliveries and provides information to internal customers related to delivery dates and back orders; collects, inputs, maintains and reports purchase information, including revised delivery dates, using an automated procurement and financial system and other software applications.
2. Processes non-bid purchases of materials, supplies, equipment, non-professional and minor construction services, in accordance with specifications and scopes of work to support operations. Contacts suppliers, negotiates pricing and terms and conditions, and issues purchase orders.
3. Investigates and corrects purchasing and invoicing discrepancies within the automated procurement and financial system.
4. Maintains and/or assists in the maintenance of purchase order files and records.
5. Performs other related Buyer job duties as required.

## **EMPLOYMENT STANDARDS**

### **MINIMUM QUALIFICATIONS**

**Education and Experience:** Bachelor's degree from an accredited college or university in a related field and two years relevant experience; or four years in an applicable MWD classification in a related field.

**Required Knowledge of:** Public purchasing policies and procedures; basic negotiation practices; and current office technology and equipment.

**Required Skills and Abilities to:** Use word processing, spreadsheets, automated procurement systems; perform mathematical calculations; problem solve; prioritize and multi-task; communicate clearly and concisely, both verbally and in writing; establish and maintain effective working relationships with those contacted in the course of work; work in a team environment; operate standard office equipment including computers and supporting applications; exercise sound judgment within established guidelines; research discrepancies and make sound determinations regarding their resolution; and prepare clear, concise and highly accurate records; and operate current office equipment including computers and supporting applications.

### **CERTIFICATIONS, LICENSES, AND REGISTRATION REQUIREMENTS**

Employees in this position may be required to obtain and maintain the following certifications, licensing and registrations:

#### **Certificates**

- None

#### **Licenses**

- Valid California Class C Driver License that allows you to drive in the course of your employment

#### **Registrations**

- None

### **PHYSICAL DEMANDS, WORK ENVIRONMENT AND VISION REQUIREMENTS**

The physical demands and work environment characteristics described here are representative of those that must be met or may be encountered by an employee to successfully perform the job duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the job duties.

**Physical Demands:** The work is sedentary. Typically, the employee may sit comfortably to do the work. However, there may be some walking; standing; bending; carrying of light items such as paper, books, or small parts; driving an automobile, etc. No special physical demands are required to perform the work.

**Work Environment:** The work environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices, meeting and training rooms, libraries, and residences or commercial vehicles, e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals, etc. The work area is adequately lighted, heated, and ventilated.

**Vision Requirements:** No special vision requirements.