



THE METROPOLITAN WATER DISTRICT
OF SOUTHERN CALIFORNIA

SENIOR BUYER

Group-Section: Business Technology Group	FLSA Status: Non-Exempt Bargaining Unit: AFSCME	Salary Grade: 48 Job #: YA14
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JOB SUMMARY

This is the advanced journey level position performing Senior Buyer job duties.

DISTINGUISHING CHARACTERISTICS

Positions at this level are recognized as technical specialist using initiative and resourcefulness in independently carrying out complex purchasing assignments such as best value procurements; purchases that may expose the District to significant potential risk or that require extensive analysis and/or negotiations to obtain reasonable prices; or procurements of very technical and specialized materials, supplies, services or equipment that require research to establish specifications. The Senior Buyer makes decisions regarding what needs to be done include interpreting each procurement assignment, planning the work, and determining the best methods and techniques to be used. The work involves analyzing variety of unusual conditions, problems, or questions. The work product or service may affect activities or the operation of other organizations.

Supervision Received: The supervisor sets the overall objectives and resources available. The employee and supervisor, in consultation, develop the deadlines, projects, and work to be done. At this level, the employee, having developed expertise in the line of work, is responsible for planning and carrying out the assignment; resolving most of the conflicts that arise; coordinating the work with others as necessary; and interpreting policy on own initiative in terms of established objectives. In some assignments, the employee also determines the approach to be taken and the methodology to be used. The employee keeps the supervisor informed of progress, potentially controversial matters, or far-reaching implications. Completed work is reviewed only from an overall standpoint in terms of feasibility, compatibility with other work, or effectiveness in meeting requirements or expected results.

Supervision Given: None

JOB DUTIES

1. Performs complex purchasing of materials, supplies, equipment, and non-professional services.
2. Works with customer to develop clear and appropriate scopes of work and specifications, and prepares and issues complex bids solicitation and requests for proposal for a broad range of commodities and services.
3. Researches and develops innovative procurement strategies and sources of supply for unique or difficult to obtain products or services to meet Metropolitan requirements, which may include other public agency contracts.
4. Analyzes and evaluates submittals for compliance with contractual and administrative requirements; applies incentives; negotiates exceptions to terms and conditions requiring innovative and unique solutions; independently resolves complex contractual issues; and provides contract administration.

5. Conducts all phases of best value solicitations including developing the schedule; developing and issuing the solicitation; coordinating evaluation committee activities; providing consultation; and leading often complex negotiation on price, scopes of work, and terms and conditions.
6. May participate on a project team.
7. 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 six years of relevant experience; or Master's degree from an accredited college or university in a related field and four years of relevant experience; or three years in a MWD Buyer II classification.

Required Knowledge of: Principles and practices of negotiations; public purchasing policies, procedures and applicable laws; best value procurement; contract administration; and current office technology and equipment.

Required Skills and Abilities to: Analyze complex procurement/contract-related issues and problems, evaluate alternatives, and develop sound conclusions, recommendations and solutions; exercise sound, independent judgment within areas of responsibility; negotiate effectively on behalf of the District; 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 independently and in a team environment; lead and train; and operate office equipment including computers and supporting applications; utilize automated procurement systems; use tact, discretion and diplomacy in dealing with concerned customers and vendors; perform mathematical calculations; use word processing and spreadsheets; 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

- Certified Purchasing Manager, or Certified Public Purchasing Officer, or Certified Professional Public Buyer

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.

MWD

Metropolitan Water District of Southern California

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.

Job Title: Senior Buyer

Job Code: YA14

Adopted: 03/11/13

Revised:

Supercedes:

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