



Job Description

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job.

Job title	Assistant Buyer
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GENERAL PURPOSE

Under general supervision, provides day-to-day procurement services supporting a wide range of goods, services and equipment for multiple departments; reviews and ensures proper documentation for purchase request; researches vendor related materials to obtain information on product price, terms, and availability; maintains purchasing documentation including insurance and risk management safety requirements, purchase contracts, and requisitions; and performs related duties, as assigned.

DISTINGUISHING CHARACTERISTICS

This is the entry-level classification in the Buyer series. Initially under close supervision, incumbents learn and perform routine purchasing activities within established policies and parameters and assist vendors and District staff to understand purchasing procedures and resolve problems, while learning District policies and procedures and specific techniques and legal requirements related to the District's procurement programs. As experience is gained, assignments become more varied, complex, and difficult; close supervision and frequent review of work lessen as an incumbent demonstrates skill to perform the work independently. Positions at this level usually perform most of the duties required of the positions at the Buyer level but are not expected to function at the same skill level and usually exercise less independent discretion and judgment in matters related to work procedures and methods. This class is distinguished from the Buyer in that the latter class performs the full range of duties as assigned, working independently, and exercising judgment and initiative. This class is distinguished from the Buyer in that the latter class performs the full range of duties as assigned, independently performing more difficult or complex purchasing duties .

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned supervisory or management personnel. Exercises no direct supervision over staff.

TYPICAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this position.

- Processes purchase orders of varying priority based on pricing, lead time and availability, as specified by higher level staff; procures supplies, materials, services, and equipment for the District ensuring that procurement policies, applicable purchasing practices and standards, and bid processes are met.
- Contacts contractors to request and collect licensing, safety and insurance documents for service purchase orders and submits to Safety and Risk management for approval; maintains vendor insurance and risk management safety documentation; verifies vendor compliance in obtaining proper/valid certificates and follows up as required.
- Records vendor, purchase order or agreement and other data into the District's Enterprise Resource Planning (ERP) system, Oracle; generates purchase orders for signature by authorized staff when purchase order exceeds established signing authority.
- Reviews overdue vendor shipment reports and contacts vendors/contractors to follow-up on late orders and close service purchase orders when services have been rendered; reconcile P-card purchases.
- Maintains documentation and interfaces with receiving, accounting, and vendors to analyze and resolve invoice, delivery, past-due orders, damaged, or incorrect goods or discrepancies; directs paperwork to appropriate department for approval prior to creating purchase orders.
- Coordinates vendor repairs and exchanges; prepares required paperwork for the repair of District items including motors, pumps, tools and related materials; works with warehouse and end-users for equipment that must be sent out for repairs; finds appropriate vendors and schedules pick-up of repair items, follows up on status of repair.
- Obtains quotes for stock and special-order items; researches availability, quality, and price of equipment, services, and supplies.
- Conducts formal Request for Bids (RFB's) for more standard and routine materials and commodity types; assists in the preparation and administration of bid solicitations and Request for Quotes (RFQ's) processes; verifies vendor lists; receives and reviews proposals; attends the pre-bid conferences; sends outcome letters; assists in contract preparation and distribution; requests proof of insurance.
- Processes requisitions and purchase orders, ensuring compliance with established purchasing procedures; maintains a vendor database by adding to, or updating, vendor files, bid lists, and vendor performance documentation.
- Maintains good working relationships with vendors/contractors; resolves discrepancies and disputes; administers vendor/contractor agreements; negotiates terms and conditions of contracts; maintains related files and databases.

- Receives and responds to inquiries from other employees and vendors regarding procurement policies and procedures; may provide ongoing technical support, instruction, and assistance with the District's purchasing system as needed.
- Performs general office/administrative work as necessary, including typing reports and correspondence, entering data into the computer and generating computer reports, answering the telephone, copying and filing documents, sending and receiving faxes, processing mail, assembling materials, etc.
- Observes and complies with all District and mandated safety rules, regulations, and protocols.
- Performs other duties as assigned.

REQUIRED QUALIFICATIONS

Knowledge of:

- Modern principles, practices, and methods of public and governmental purchasing and procurement programs, processes and application, including competitive bidding procedures and electronic bidding programs.
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to public agency purchasing operations.
- District budgeting and purchasing policies, rules, procedures and practices.
- P-card reconciliation and record keeping.
- General types and sources of products, commodities and supplies used by a water and water reclamation utility.
- Basic research and data analysis techniques.
- Practices and techniques of automated and manual financial document processing and record-keeping.
- District and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern 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:

- Perform routine or standard purchasing transactions.
- Research and identify sources and vendors for specific products.

- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Make accurate arithmetic, financial, and statistical computations.
- Evaluate bids by weighted criteria and score appropriately.
- Evaluate product alternatives.
- Facilitate and participate in meetings and engage users in evaluations.
- Obtain informal quotations and complete assigned purchasing transactions accurately and with minimum supervision.
- Follow and apply written and oral instructions.
- Prepare clear, concise and accurate records and reports.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- 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.

Experience:

Any combination of experience and education that provides the required knowledge and abilities is qualifying, along with the specific licenses/certifications as outlined below:

- One (1) year of purchasing experience.

Education:

- Equivalent to an Associate's Degree in business administration, public administration, finance or related field.

Licenses/Certifications:

- None.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen;

and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employees work in an 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.

Eastern Municipal Water District
Job Title: Assistant Buyer
Last Update: March 2020

This job description has been reviewed and approved by all levels of management in cooperation with the union (if applicable):

Approved by:	<i>Board of Directors</i>
Date adopted:	<i>March 29, 2020</i>
Date modified:	
FLSA determination:	<i>Non-Exempt</i>

Job Description Acknowledgment

*I have received, reviewed and fully understand the job description for Assistant Buyer.
I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.*

Employee Name (print): _____ *Date:* _____

Employee Number: _____

Employee Signature: _____