



MARIN MUNICIPAL WATER DISTRICT

Senior Buyer

DEFINITION

Under direction, purchases materials, equipment, supplies and services; prepares and administers contracts for supplies and services; and performs related work as required.

DISTINGUISHING CHARACTERISTICS

This class performs a full range of purchasing activities from developing sources through resolving discrepancies between invoices and products received.

EXAMPLES OF DUTIES

Typical duties may include, but are not limited to the following:

- Prepares and administers contracts for materials, services, and supplies.
- Prepares purchasing proposals and specifications.
- Obtains and compares information regarding price, quality, quantity, availability, and other pertinent information for a wide variety of materials, equipment, supplies and services.
- Evaluates competitive bid proposals and selects most responsible bidder.
- Maintains computerized bid and vendor files.
- Reviews and prepares purchase orders, requisitions, requests for quotes and related documents.
- Develops and reviews sources for purchasing materials, services, supplies and equipment; interviews sales representatives; extracts purchasing data from various sources.
- Assists with the review, development, and implementation of purchasing policies and procedures.
- Trains district employees on use of financial system software.
- Prepares clear and concise records, reports and correspondence.
- Places, expedites and follows up on orders for materials and equipment.
- Arranges for return of unacceptable materials, claim adjustments, etc.
- Resolves accounting discrepancies between invoices and receiving documents.
- Receives, codes and verifies data for input into computer.
- Reviews completed work for compliance with established procedures, accuracy and proper grammar and makes corrections as necessary.
- Administers and conducts auction and disposal of surplus property.

QUALIFICATIONS FOR EMPLOYMENT

Knowledge of:

- Purchasing methods and procedures and the techniques of specification writing.
- Methods and techniques for analyzing the quality of supplies, materials, equipment and services.

- Materials, supplies and equipment commonly used by the District and the sources for such products
- Federal, state and local purchasing laws and procedures.
- Contract preparation and administration.
- Accounting and auditing principles, practices, procedures and software.

Ability to:

- Build productive on-going working relationships with vendors and departments.
- Gather, summarize, analyze and abstract information.
- Review purchasing processes and recommend areas for improvement.
- Analyze bids.
- Prepare and administer contracts for supplies and services.
- Evaluate quality and price of products to judge suitability of goods and alternatives offered.
- Prepare purchasing proposals specifications.
- Communicate clearly and concisely, orally and in writing.
- Prepare and maintain purchasing and financial records, correspondence and other written documents.
- Use personal computer and common office software in a networked environment.
- Interpret and explain purchasing policies.

Training and Experience: Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

- Equivalent to an Associate of Arts Degree in Business Administration or related field or a certificate in Purchasing Management from a nationally recognized organization.
- Three years experience performing responsible purchasing or other closely related work.

OTHER REQUIREMENTS

- Per California Government Code, Title 1, Division 4, Chapter 8, Section 3100 "all public employees are hereby declared to be disaster service workers subject to such disaster service activities as may be assigned to them by their superiors or by law."

PHYSICAL DEMANDS AND WORKING CONDITIONS

During the course of performing job duties the employee will need the mobility to work in a standard office setting, use standard office equipment such as a personal computer, word processing and data base software, calculator, a copy and/or fax machine; enter and retrieve data from personal computers and terminals via keyboards which is often performed while sitting for extended periods of time; operate office equipment requiring repetitive arm/hand movement and/or the coordinated movement of more than one limb simultaneously. The employee frequently stands, walks, bends at neck and waists, twists at neck and waist, uses repetitive hand movement, uses simple and power grasping with both hands, uses fine manipulation of both hands and fingers, and may require use of the arms above the shoulder, climb or balance; stoop, kneel or crouch. This position requires that the employee demonstrate adequate hearing and speech to converse in person and over the telephone, and vision to read printed materials and use a computer screen. The employee is occasionally required to lift and carry short distances objects such as reams of copier paper, office supplies, files, books, printed materials and other packages weighing up to 10 to 25 pounds.

The noise level in the work environment is quiet to moderate noise. Position may require the ability to work overtime and weekends as needed.

To be successful in this job, an individual must be able to satisfactorily perform each of the listed duties. These duties are representative of the knowledge, skill and/or ability required for the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the duties and functions of the position. Requests for reasonable accommodation should be directed to the Human Resources Manager.

Established: August 2000
Revised: August 2006
Approved by: Human Resources Manager