



THE METROPOLITAN WATER DISTRICT  
OF SOUTHERN CALIFORNIA

## BUYER II

<b>Group-Section:</b> Business Technology Group	<b>FLSA Status:</b> Non-Exempt <b>Bargaining Unit:</b> AFSCME	<b>Salary Grade:</b> 43 <b>Job #:</b> YA13
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### JOB SUMMARY

This is the journey level position performing Buyer II job duties.

### DISTINGUISHING CHARACTERISTICS

Positions at this level are fully competent and use judgment in interpreting purchasing procedures, policies, regulations, and work directions for application to specific cases or problems. The decision regarding what needs to be done depends upon the analysis of each assignment. The work involves treating a variety of conventional problems, questions, or situations in conformance with established criteria. This class is distinguished from the lower level by the purchasing of a wider variety of commodities and services, requiring broader technical knowledge and less supervision.

### OVERSIGHT

**Supervision Received:** The supervisor makes assignments by defining objectives, priorities, and deadlines; and assists employee with unusual situations that do not have clear precedents. The employee plans and carries out the successive steps and handles problems and deviations in the work assignment in accordance with instructions, policies, previous training, or accepted practices in the occupation. Completed work is usually evaluated for technical soundness, appropriateness, and conformity to policy and requirements. The methods used in arriving at the end results are not usually reviewed in detail.

**Supervision Given:** None

### JOB DUTIES

1. Purchases materials, supplies, equipment, and non-professional and minor construction services, in accordance with specifications and scopes of work to support operations.
2. Reviews requisitions, specifications, and scopes of work to ensure clarity and compliance with applicable laws, regulations, policies, and accepted public purchasing practices.
3. Confers with customers to resolve questions regarding purchase requirements; may edit and revise product and service descriptions for inclusion in specifications.
4. Researches and identifies procurement strategies and sources of supply to obtain products or services to meet Metropolitan requirements, which may include other public agency contracts.
5. Issues requests for bids; conducts pre-bid job-walks; answers questions, clarifies requirements, and issues amendments.
6. Analyzes and evaluates submittals for compliance with contractual and administrative requirements; applies incentives; reviews and negotiates exceptions to terms and conditions to comply with Metropolitan standards.

7. Verifies vendor financial and physical conditions; consults with requestor, resolves identified problems, recommends lowest responsive bidder and awards the bid.
8. Negotiates sole source purchases.
9. Attends outreach and related events to explain procurement procedures and business opportunities with Metropolitan.
10. Reviews requests for inventory replenishment contracts to add or delete items, or change quantities; and issues solicitations and awards contracts.
11. 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 four years relevant experience; or Master's degree from an accredited college or university in a related field and two years relevant experience; or two years in a MWD Buyer I classification.

**Required Knowledge of:** Principles and practices of negotiations; applicable laws, public purchasing policies and procedures; and current office technology and equipment.

**Required Skills and Abilities to:** Utilize automated procurement systems; perform mathematical calculations; use word processing and spreadsheets; analyze procurement-related issues and problems, evaluate alternatives, and develop sound conclusions, recommendations and solutions; exercise sound, independent judgment within areas of responsibility; 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; and operate office equipment including computers and supporting applications; use tact, discretion and diplomacy in dealing with concerned customers and vendors; 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.