



JOB TITLE:	<b>BUYER</b>	DIVISION:	<b>DISTRICT – PROCUREMENT</b>
REPORTS TO:	<b>MARINE PROCUREMENT OFFICER OR PURCHASING OFFICER DEPENDING ON ASSIGNMENT</b>	EEO CATEGORY:	<b>O2-PROFESSIONAL</b>
FLSA:	<b>EXEMPT</b>	SAFETY-SENSITIVE:	<b>NO</b>
CLASSIFICATION:	<b>NON-REPRESENTED</b>	LOCATION:	<b>MAY BE ASSIGNED EITHER IN SAN FRANCISCO, LARKSPUR OR SAN RAFAEL</b>

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.*

### Position Summary

Under general supervision, procures a variety of supplies, materials, equipment and services for the District as a whole or for a major division. Supports operational departments by ensuring efficient and cost effective sourcing. Responsibilities include extensive contact with District personnel and vendors to determine needs and priorities and to explain laws, policies and procedures governing the procurement process; development and preparation of sourcing documents, conducting pre-bid conferences, price analyses, and contract administration. Performs related duties and special projects as assigned.

### Essential Responsibilities

- Conducts effective evaluation and analysis of sourcing options to determine best procurement strategy
- Develops bid documents for a variety of commodities and administers the solicitation process
- Evaluates and performs due diligence on appropriate use of cooperative programs/contracts
- Performs market research and develops new sources of supply for materials and supplies
- Improves supplier sourcing partnerships and performance
- Purchases various materials, supplies, equipment and services in a cost-effective manner
- Reviews purchases for compliance with policies, codes and ordinances
- Analyzes bids for responsiveness/responsibility
- Solicits vendor quotes and analyzes results for best value
- Issues Purchase Orders and service agreements
- Works with storekeepers to analyze inventory quantities; establish minimum and maximum levels and monitor obsolete inventory
- Ensures compliance with federal, state, local laws and regulations and District procurement policies and guidelines
- Participates in procurement department initiatives
- Collaborate with other transit and public agencies



- Establishes and maintains effective working relationships with District employees, customers, vendors and all others contacted during the course of work using principles of excellent customer service
- Performs additional related duties as assigned
- Regular and reliable performance and attendance is required

## Required Knowledge, Skills and Abilities

### Working knowledge of:

- Standard purchasing principles, procedures and practices; and District procurement policies and procedures
- Legal requirements applied to public purchasing
- Basic principles of inventory management and control

### Skill in or Ability to:

- Demonstrate excellent oral and written communication skills
- Demonstrate analytical and negotiation skills
- Organizing work, setting priorities and meeting critical deadlines in a high stress, fast paced environment
- Learn new computerized purchasing and inventory system
- Apply independent judgement and work with minimal supervision
- Develop and maintain cooperative, effective, productive and tactful working relationships with vendors, manufacturers' representatives, District staff, and others contacted in the course of the work
- Follow the safety and health rules and safe working practices applicable to the job

## Minimum Qualifications

### **Education and/or Experience:**

- Bachelor's degree in Business or Public Administration, Economics, Finance, or a closely related field; additional position related experience may be substituted on a year per year basis in lieu of degree (*Applicants who do not possess a degree should attach a statement supporting recent qualifying experience*)
- Two years' recent full-time position related purchasing experience in acquiring parts, equipment supplies and services
- Proficient in using a personal computer (MS Word, Excel, Outlook)
- Experience in a public agency setting is desirable
- Certified Professional Public Buyer (CPPB) or equivalent certification preferred



**Required License:**

- Maintain a current, valid California driver's license and satisfactory driving record; Position occasionally travels to other District offices and to meetings using District vehicles

**Physical Requirements:**

Mobility to work in a typical office setting. Vision to read printed materials and a computer screen. Hearing and speech to communicate in person and over the telephone. Routine use of computer, telephone and other office equipment. Ability to travel to District facilities.