



THE METROPOLITAN WATER DISTRICT
OF SOUTHERN CALIFORNIA

PRINCIPAL BUYER

Group-Section: Administrative Services Section	FLSA Status: Exempt Bargaining Unit: MAPA	Salary Grade: 055 Job #: 245
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JOB SUMMARY

Responsible for the most complex procurements of goods, equipment, and services; may coach and train lower level procurement staff; recommends policy and procedure development or modification; ensures compliance with policies and procedures; provides technical expertise on difficult and complex solicitations; develops, issues, and analyzes bid solicitations and request for proposals; negotiates and awards contracts; and conducts operational studies.

OVERSIGHT

Supervision Received: Receives direction from the Team, Unit, Section, or Group Manager.

Supervision Given: May exercise technical and/or functional direction over assigned staff.

JOB DUTIES

1. Negotiates and prepares complex procurement agreements with suppliers; provides contract administration, technical direction, and expertise on difficult, complex, and large procurements; develops innovative procurement strategies; monitors work progress when requested to do so by customer organization or team manager; and works with customer to develop specification and prepares and issues the bid solicitation and request for proposals.
2. Oversees bid processes and directs the evaluation and analysis of bids received; determines reliability of bidder; selects or recommends supplier; and negotiates and awards contracts.
3. Conducts a variety of procurement related operational studies; and coordinates, develops, recommends, and evaluates new strategies, work processes and procedures.
4. Monitors for Business Outreach Program compliance; and participates in the development of new programs.
5. Participates in the development and modification of purchasing policies and procedures; monitors work activities to ensure compliance with established policies and procedures; and makes recommendations for changes and improvements to existing standards and procedures.
6. Represents procurement to other sections as well as outside agencies and suppliers; and provides clients with information on processes.
7. Assigns work; assists in training lower level procurement staff; and provides consultation to staff and clients on resolution of complex procurement issues and problems.
8. Provides information to vendors and debriefs them regarding unsuccessful proposals.

9. Works with customers and other procurement staff in performing contract administration.
10. Represents Procurement Team Manager in his or her absence as appointed by the section or group manager.
11. Performs other related duties as required.

EMPLOYMENT STANDARDS

MINIMUM QUALIFICATIONS

Education and Experience: Bachelor's degree from an accredited college or university and six years of increasingly responsible experience, of which two years must have been at the Senior Buyer level.

Required Knowledge of: Principles, concepts, and practices of procurement; strategies and techniques for cost efficient purchasing of a variety of commodities; contract administration; budgetary concepts and procedures; automated procurement systems; relevant federal, state, and local laws; negotiation techniques; and training methods and techniques.

Required Skills and Abilities to: Develop and analyze complex specifications and proposals; conduct market analyses and studies to identify new sources, products, and strategies; resolve complex procurement problems; assist in training other staff members and assign and review work; exercise judgment and discretion; recommend procurement procedures and processes; use standard business and enterprise financial and procurement applications; establish and maintain collaborative working relationships with all levels within the organization, vendors, and the public; and communicate effectively orally and in writing on administrative and technical topics.

CERTIFICATES, LICENSES, AND REGISTRATIONS REQUIREMENTS

Certificates

- None

Licenses

- Valid California Class C Driver License

Registrations

- None

DESIRABLE QUALIFICATIONS

- Professional certification in procurement or contracting.
- Knowledge of Oracle purchasing application.

PHYSICAL DEMANDS/WORK ENVIRONMENT

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 essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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. May travel to various sites requiring overnight stay.

Vision Requirements: No special vision requirements