

# Water Authority Position Description

## SENIOR BUYER

Status	Position Code	Level	Date
APPROVED	SRBU	M26	Mar 2017

Job descriptions are intended to present a general list of the tasks/duties performed by employees within this job Classification. Job Descriptions are not intended to reflect all duties performed within the job.

### POSITION SUMMARY

PERFORM A VARIETY OF PROFESSIONAL AND TECHNICAL DUTIES INVOLVED IN THE PROCUREMENT OF MATERIALS, SUPPLIES, SERVICES AND EQUIPMENT FOR WATER AUTHORITY OPERATIONS.

### MIN EDUCATION & EXPERIENCE REQ

BACHELOR'S DEGREE FROM AN ACCREDITED COLLEGE OR UNIVERSITY WITH MAJOR COURSE WORK IN ACCOUNTING, FINANCE, BUSINESS ADMINISTRATION OR A RELATED FIELD, PLUS THREE (3) YEARS OF CONTRACT MANAGEMENT OR PURCHASING EXPERIENCE IN A CENTRAL PURCHASING OFFICE.

### ADDITIONAL REQUIREMENTS

POSSESSION OF, OR ABILITY TO OBTAIN AND MAINTAIN A VALID AUTHORITY OPERATOR PERMIT (AOP) WITHIN SIX (6) MONTHS  
POSSESSION OF A VALID NEW MEXICO DRIVER'S LICENSE

### SUPERVISION RECEIVED/EXERCISED

RECEIVE GENERAL SUPERVISION FROM THE CHIEF FINANCIAL OFFICER AND FOLLOWS THE CITY OF ALBUQUERQUE PURCHASING REGULATIONS.

EXERCISE FUNCTIONAL AND TECHNICAL SUPERVISION OVER SUPPORT STAFF.

### ESSENTIAL FUNCTIONS

1. ISSUE AND PREPARE PURCHASE ORDERS, REQUESTS FOR PROPOSALS, REQUEST FOR BIDS AND OTHER NECESSARY DOCUMENTS RELATED TO THE PURCHASE OF SUPPLIES, EQUIPMENT, SERVICES AND MATERIALS.
2. ATTEND PRE-BID CONFERENCES; EVALUATE AND ANALYZE BIDS; MAKE RECOMMENDATIONS OF AWARD AND IN COMPLIANCE WITH PURCHASING ORDINANCES, STANDARDS, POLICIES AND PROCEDURES.
3. DEVELOP, FORMULATE AND INTERPRET SPECIFICATIONS AND SCOPE OF WORK UNDER CLEARLY SPECIFIED CITY OF ALBUQUERQUE PROCUREMENT REQUIREMENTS.
4. PREPARE, NEGOTIATE AND ADMINISTER CONTRACTS TO ENSURE NEEDS OF DIVISIONS ARE MET AND VENDORS AND WATER AUTHORITY PERSONNEL ARE IN COMPLIANCE.
5. PURCHASE A DIVERSIFIED RANGE OF SUPPLIES, SERVICES AND EQUIPMENT FOR THE WATER AUTHORITY; EXPEDITE THE DELIVERY OF PURCHASED FOODS AND SERVICES; MAKE NECESSARY ADJUSTMENTS WITH SUPPLIERS REGARDING REPLACEMENTS, INCOMPLETE ORDERS OR DAMAGED SUPPLIES.
6. RECEIVE, EXAMINE AND PROCESS REQUISITIONS AND PURCHASE ORDERS; ANSWER QUESTIONS AND PROVIDE INFORMATION FOR AUTHORITY STAFF; PREPARE BUDGET ESTIMATES FOR EQUIPMENT PURCHASES.
7. CONTACT VENDORS TO OBTAIN QUOTES FOR STOCK AND SPECIAL ORDER ITEMS; RESEARCH AVAILABILITY, QUALITY AND PRICE OF EQUIPMENT AND SUPPLIES; PREPARE SUMMARY DOCUMENTATION.
8. INVESTIGATE AND DEVELOP NEW SUPPLY SOURCES; STAY ABREAST OF NEW TRENDS AND INNOVATIONS OF ROUTINELY PURCHASED SUPPLIES, MATERIAL, SERVICES AND EQUIPMENT.
9. MAINTAIN A VARIETY OF LOGS AND RECORDS RELATING TO THE PURCHASE AND PROCUREMENT OF MATERIALS, SUPPLIES AND EQUIPMENT.
10. MAKE ROUTINE PURCHASES AS NECESSARY; CONFER WITH AUTHORITY STAFF REGARDING SUPPLY NEEDS; CONSULT WITH SUPPLIERS AND OTHER SOURCES TO FILL SUPPLY NEEDS APPROPRIATELY; COMPILE NECESSARY QUOTATIONS.
11. PROVIDE TRAINING OF AUTHORITY STAFF AND POTENTIAL OR CURRENT VENDORS IN PROCUREMENT POLICIES, PROCEDURES AND PROCESSES.
12. MONITOR AUTHORITY-WIDE PROGRAM INVOLVING SMALL PURCHASES; AUDIT RECORDS TO ENSURE PROGRAM COMPLIANCE; DETERMINE NEED FOR PRICE AGREEMENTS; MAKE RECOMMENDATIONS TO RESOLVE NONCOMPLIANCE ISSUES WITH PROGRAM AND TAKE CORRECTIVE ACTION.
13. PREPARE AND COMPOSE A VARIETY OF REPORTS, STATISTICAL DATA AND CORRESPONDENCE; RECOMMEND POLICY DOCUMENTS RELATED TO THE PURCHASING FUNCTION.

#### **SUPPLEMENTAL FUNCTIONS**

1. PERFORM RELATED DUTIES AND RESPONSIBILITIES AS REQUIRED.

**PREFERRED KNOWLEDGE**

PURCHASING PRINCIPLES, PRACTICES AND GOVERNING ORDINANCES  
PURCHASING PROCEDURES AND NEGOTIATION TECHNIQUES  
MATERIALS, SUPPLIES AND EQUIPMENT TYPICALLY USED IN MUNICIPALITIES AND THE SOURCE FOR SUCH PRODUCTS  
PRINCIPLES AND PRACTICES OF INVENTORY MANAGEMENT AND CONTROL  
PRINCIPLES AND PROCEDURES OF GOVERNMENTAL PURCHASING AND CONTRACT ADMINISTRATION  
MODERN OFFICE PROCEDURES, METHODS AND COMPUTER EQUIPMENT  
COMPLEX MATHEMATICAL PRINCIPLES  
PRINCIPLES AND PROCEDURES OF FINANCIAL RECORD KEEPING AND REPORTING  
METHODS AND TECHNIQUES OF CONTRACT NEGOTIATION  
COMPETITIVE BIDDING AND PURCHASING METHODS  
PRINCIPLES AND PROCEDURES OF FINANCIAL RECORD KEEPING AND REPORTING  
PERTINENT FEDERAL, STATE AND LOCAL LAWS, CODES AND REGULATIONS INCLUDING REGULATIONS CONCERNING MUNICIPAL PURCHASING

**PREFERRED SKILL/ABILITY**

APPLY PURCHASING PRINCIPLES AND PRACTICES  
EVALUATE QUALITY AND PRICE OF PRODUCTS TO JUDGE SUITABILITY OF GOODS AND ALTERNATIVES OFFERED  
MAINTAIN DETAILED AND ACCURATE OPERATIONAL AND FINANCIAL RECORDS  
INTERPRET, APPLY AND EXPLAIN AUTHORITY PURCHASING POLICIES  
DEVELOP NEW SOURCES OF SUPPLY  
ANALYZE, EVALUATE AND MODIFY PURCHASING METHODS AND PROCEDURES  
EXPLAIN PURCHASING PLANS AND POLICIES FOR AUTHORITY  
WORK INDEPENDENTLY IN THE ABSENCE OF SUPERVISION  
PREPARE AND MAINTAIN A VARIETY OF RECORDS  
COMMUNICATE CLEARLY AND CONCISELY, BOTH ORALLY AND IN WRITING  
ESTABLISH AND MAINTAIN EFFECTIVE WORKING RELATIONSHIPS WITH THOSE CONTACTED IN THE COURSE OF WORK

**WORKING CONDITIONS**

WORK IN AN OFFICE ENVIRONMENT; EXPOSURE TO COMPUTER SCREENS

**PHYSICAL REQUIREMENTS**

MAINTAIN PHYSICAL CONDITION APPROPRIATE TO THE PERFORMANCE OF ASSIGNED DUTIES AND RESPONSIBILITIES SUCH AS: SITTING, FOR PROLONGED PERIODS OF TIME.  
MAINTAIN EFFECTIVE AUDIO-VISUAL DISCRIMINATION AND PERCEPTION TO THE DEGREE NECESSARY FOR THE SUCCESSFUL PERFORMANCE OF ASSIGNED DUTIES.