



CLASS SPECIFICATION

12-11-08

SENIOR UTILITY BUYER, 1862

Summary of Duties: Assigns, reviews, and evaluates the work of Assistant Utility Buyers and/or Utility Buyers engaged in purchasing a variety of supplies, equipment, services, and materials for use in the Department of Water and Power; performs the more complex, purchasing activities; applies sound supervisory principles and techniques in building and maintaining an effective work force; and does related work.

Distinguishing Features: A Senior Utility Buyer supervises employees engaged in establishing formal or informal contracts in the Department of Water and Power and may perform the more complex work involving formal contracts. Assignments are normally provided in writing and the results are evaluated by the outcome achieved. The Senior Utility Buyer is responsible for determining work priorities and methods within established guidelines.

Examples of Duties: A Senior Utility Buyer:

- Supervises, trains, assigns, reviews and evaluates the work of Assistant Utility Buyers and Utility Buyers engaged in establishing informal and formal contracts and may supervise clerical employees assigned to the informal or formal purchasing sections;
- Establishes work priorities, assigns workloads and reviews the more difficult and complex assignments;
- Assigns requisitions and specifications for contracts to subordinate staff;
- Personally reviews formal requests for proposal and specifications and ensures accuracy and clarity before assigning to staff;
- Confers with engineers, division heads, and Department officials regarding specifications and purchasing conditions of supplies, equipment, materials and services;
- Reviews analyses of vendors' bids and recapitulations of bids for conformance to established policies;
- Obtains approval as to form and legality of various purchasing documents and recommendations of awards;
- Ensures that all legal purchasing requirements are adhered to and that the purchasing process is transparent;
- Oversees, facilitates, and participates in needs analysis research, requests for proposal/requests for bid development, and award of contract;

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- Maintains liaison with purchasing representatives of other public jurisdictions to join in cooperative buying;
- Provides training on purchasing related activities to end-users;
- Engages in problem-solving to determine the best process within the guidelines of the City Charter and Administrative Code;
- Researches and reviews past history of requests for proposals;
- Summarizes the results of contracts/agreements and prepares letters and reports for the General Manager and board packages for the Board of Water and Power Commissioners;
- Resolves issues regarding formal contracts; and
- Oversees responses to protests by non-selected contractors.

May occasionally be assigned to other duties for training purposes or to meet technological changes or emergencies.

Qualifications: Incumbents must have the following knowledge and abilities:

Knowledge of:

- Federal, State, and City laws, regulations and provisions related to purchasing activities for the Department of Water and Power;
- Purchasing procedures and principles, including the competitive bid process;
- Factors used to determine the acceptance of bids;
- Commercial, industrial, and federal standards applicable to assigned commodities;
- Sources of supplies for a wide variety of commodities;
- Data processing methods that apply to purchasing activities;
- Principles and requirements of specification editing and revising;
- Purchasing terminology;
- Proper grammar;
- Supervisory principles and practices, including planning, delegating, evaluating and directing the work of subordinates;
- Techniques for counseling, disciplining, and motivating subordinate personnel;
- Procedures for grievance handling;
- Effective safety principles and practices;
- Memoranda of Understanding as they apply to subordinate personnel; and
- City and Department of Water and Power personnel rules, policies and procedures.

Ability to:

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- Communicate clearly, concisely, effectively, and tactfully with a wide variety of employees, subordinates, vendor representatives, officials, and City management;
- Plan, direct, and review the work of subordinates;
- Analyze and evaluate bids and make sound recommendations on awards;
- Interpret and explain purchasing policies and procedures;
- Prepare effective written communication;
- Edit the writing of others for content, clarity, conciseness and grammar;
- Access electronic databases, the Internet, other telecommunications networks, materials management information systems, and electronic and voice mail;
- Use a variety of computer business software applications;
- Coordinate and organize for the purpose of establishing deadlines and prioritizing work;
- Work independently and use sound judgment under pressure of time and conflicting demands;
- Make effective oral presentations to individuals and groups;
- Effectively train subordinate staff; and
- Perform arithmetical calculations, such as percentages, multiplication, division, addition and subtraction, with accuracy and speed.

Requirements:

1. Two years of full-time paid experience as a Utility Buyer, or in a class which is at least at that level and which provides experience purchasing commodities for use rather than resale; **or**
2. A valid certification as one of the following:
 - a. Certified Purchasing Manager (C.P.M.) issued by the National Association of Purchasing Management; **or**
 - b. Certified Professional Contracts Manager (CPCM) issued by the National Contracts Management Association; **or**
 - c. Certified Public Purchasing Officer (CPPO) issued by the Universal Public Purchasing Certification Council.
3. A valid certification as a Certified Professional Public Buyer (CPPB) issued by the Universal Public Purchasing Certification Council may be substituted for one year of the experience lacking in Requirement #1.

License: A valid California Driver's License and good driving record is required.

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depend, in part, on the specific requirements of the job, the limitations related to the disability, and the ability of the hiring department to reasonably accommodate the limitations.

As provided in Civil Service Commission Rule 2.5 and Section 4.55 of the Administrative Code, this specification is descriptive, explanatory and not restrictive. It is not intended to declare what all of the duties and responsibilities of any position shall be.