

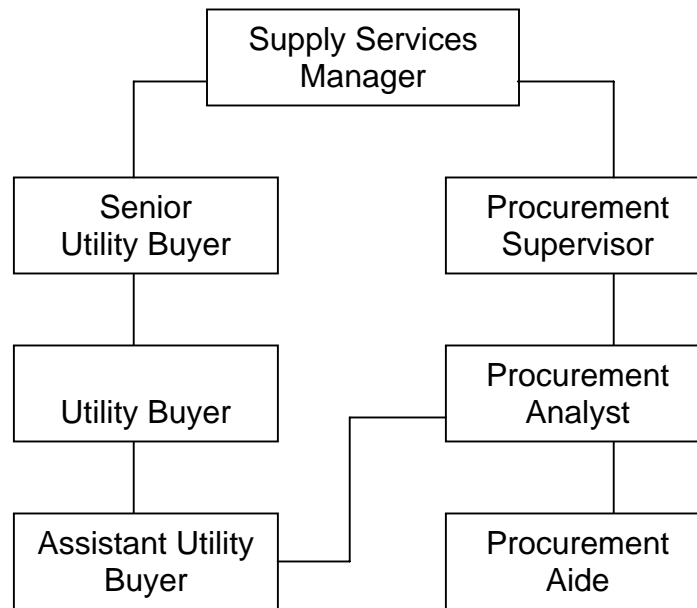
**CITY OF LOS ANGELES
PERSONNEL DEPARTMENT**

CAREER OPPORTUNITIES FOR ASSISTANT UTILITY BUYERS

This information is being given to you to describe potential promotional opportunities as an Assistant Utility Buyer. The career ladders that Assistant Utility Buyers most commonly enter into are diagrammed below. The duties and requirements for the first promotional levels of these career ladders are described on the back. We encourage you to examine the options open to you and to prepare yourself for the promotion for which you qualify.

COMMON CAREER LADDERS FOR ASSISTANT UTILITY BUYERS

The chart below shows the normal career paths of Assistant Utility buyers. Normal advancement within the series is to Buyer or Utility Buyer (DWP) and then to Senior Buyer or Senior Utility Buyer (DWP). With specific types of experience a candidate may promote directly to Senior Buyer or move laterally between these lines.



DUTIES AND REQUIREMENTS OF FIRST PROMOTIONAL LEVEL

Procurement Analyst

Duties: A Procurement Analyst purchases or assists in purchasing a variety of equipment, services, supplies, and materials; performs professional staff work by analyzing bids and making awards based on the lowest ultimate cost to the City; and performs related staff work in the coordination of purchasing activities; and does related work.

Requirements:

1. Graduation from a recognized four-year college or university and one year of full time paid professional experience in a position at least at the level of Management Assistant in commodity purchasing; drafting specifications; analyzing competitive bids, including cost analysis, supplier performance, Minority and Women Owned Business subcontracting, and compliance with legal requirements; conferring with suppliers; and executing awards of contracts; and
2. Achievement of a qualifying score on the Procurement Analyst qualifying written test.

Utility Buyer

Duties: A Utility Buyer performs and assigns, reviews and evaluates the work of employees engaged in the purchases of and negotiations for a variety of commodities for use in the Department of Water and Power and joint venture projects by reviewing requisitions for commodities and services, preparing invitations and specifications for written bids, analyzing data returned from bids, making informal awards, and preparing recommendations for purchase contracts to be awarded by the Board of Water and Power Commissioners; applies sound supervisory principles and techniques in building and maintaining an effective work force; and fulfills equal employment opportunity responsibilities.

Requirements

One year of full-time paid experience in a class at the level of Management Assistant which provides experience in preparing and administering contract for services and/or the purchase of industrial commodities for use and not resale, preparing specifications, analyzing bids, conferring with vendors, and making recommendations for awards of contracts.

Professional certification as a Certified Purchasing Manager, a Certified Professional Contracts Manager, a Certified Public Purchasing Officer, or as a Certified Professional Public Buyer, is desired, but not required.

PREPARING YOURSELF FOR PROMOTION

1. Broaden your work experience by taking advantage of job rotation and transfer opportunities. Take advantage of on-the-job training opportunities relating to your work.
2. Take advantage of formal education opportunities relating to your work.
3. Learn and stay abreast of laws, procedures, policies and practices relating to your career ladder.
4. Carefully review examination bulletins and class specifications for promotional classes to determine the kinds of skills, knowledges and abilities you need to develop for promotion.

5. Request for Notification cards may be completed in Room 100 of the Personnel Building (847-9240) to notify you by mail when a specific examination is open for filing. Familiarize yourself with the areas in your work location where weekly job bulletins are posted.
6. Employees may obtain career counseling from the Personnel Department's Employee Development Section, (213) 847-9800, in Room 380, Personnel Building.

(Rev. 7/06)
(D-2:Career Ladders A-D)