

THE CITY OF LOS ANGELES



CIVIL SERVICE COMMISSION

CLASS SPECIFICATION

12-11-08**ASSISTANT UTILITY BUYER, 1860**

Summary of Duties: Purchases or assists in purchasing a variety of supplies, equipment, services, and materials for use in the Department of Water and Power; and does related work.

Distinguishing Features: An Assistant Utility Buyer is the entry-level professional class in a buying series, which specializes in the purchase of supplies, equipment, services, and materials for the Department of Water and Power. An Assistant Utility Buyer locates sources of supply and purchases supplies, equipment, services, and materials or may assist with staff work on purchases requiring formal contracts. Assignments normally involve less complex commodity work and are typically received in the form of a requisition. A Senior Utility Buyer or Utility Buyer reviews the completed purchases for accuracy and conformance to policies and procedures.

The work of this class is distinguished from the class of Utility Buyer in that the Assistant Utility Buyer is an entry-level class assigned the less complex commodity work.

Examples of Duties: An Assistant Utility Buyer:

- Purchases supplies, equipment, services, and materials by telephone or electronic facsimile machine;
- Reviews requisitions for proper wording and data and for inclusion of the required standard clauses and legal requirements;
- Consults with end-users to clarify data in the requisitions and to determine the acceptability of alternate bids offered by vendors;
- Reviews specifications submitted by end-users;
- Consults with engineers and other personnel of using divisions concerning conflicting and indefinite requirements and conditions in specifications;
- Processes the purchase requisition through the Department's automated purchase requisition program;
- Researches, locates, and selects vendors;
- Analyzes bids for conformance to specification, and computes prices, charges, and costs to determine the lowest responsible bidder;
- Issues purchase order numbers to vendors;
- Transmits findings to engineers and reviews engineers' recommendations of awards;

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- Prepares change orders, letters, interdepartmental correspondence, and other documents concerning purchasing matters;
- May assist with the analysis of the more complex proposals for conformance to specifications and legal requirements and to determine the lowest responsible bidder; and
- May assist with pre-bid conferences and bid openings.

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:

- Laws, regulations, practices, and procedures related to purchasing activities for a centralized governmental agency;
- Fundamental purchasing procedures and principles, including the competitive bid system;
- Commodity markets, market practices, pricing methods, contracts and sales as applied to purchasing transactions;
- Factors used to determine acceptance of bid;
- Sources of supplies for wide variety of commodities;
- Data processing methods that apply to purchasing activities;
- Principles and requirements of specification editing and revising;
- Purchasing terminology; and
- Proper grammar.

Ability to:

- Communicate clearly, concisely, effectively, and tactfully with a wide variety of employees, vendor representatives, officials, the public, and City management;
- Analyze and evaluate informal bids and make sound recommendations on awards;
- Interpret and explain purchasing policies and procedures;
- Access electronic databases, including 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 under pressure of time and conflicting demands;
- Prepare effective written communication; and
- Perform arithmetical calculations, such as percentages, multiplication, division, addition and subtraction, with accuracy and speed.

Requirements:

1. Graduation from a recognized four-year college or university with 24 semester or 36 quarter units in business administration, public administration, economics, finance, accounting, or marketing.
2. Full-time paid experience at the level of Storekeeper in commodity purchasing and in preparing specifications, analyzing bids, conferring with vendors, and making recommendations for awards may be substituted on a year-for-year basis for up to two years of the required education provided the 24 semester or 36 quarter units in the above areas is met.

License: A valid California driver's license may be required prior to appointment.

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.