SOUTH COAST WATER DISTRICT

SENIOR BUYER/CONTRACT SPECIALIST

DEFINITION

This position is located in the Immediate Office of the General Manager and administers contracts and purchasing activities for the District; provides contractual and project management guidance and administrative assistance to District management and staff; ensures that District staff is compliant with Board-adopted procurement policies and procedures; fosters cooperative working relationships with all departments and with outside agencies and vendors, consultants, and contractors; provides complex and responsible support to the Contracts Manager; performs related work as assigned.

SUPERVISION RECEIVED AND EXERCISED

This position reports to the Contracts Manager. The incumbent provides technical and functional assistance to District staff on contracting matters.

CLASS CHARACTERISTICS

This is the mid-level class in the Buyer/Contracts series. This single-position classification administers contracts and purchasing activities for the District. Positions at this level are distinguished by the performance of the full range of duties assigned, working independently, applying well developed purchasing knowledge, and exercising judgment and initiative. This position requires occasional instruction, and is fully aware of the operating procedures and policies of the District. Under direction, independently performs complex purchasing transactions within established authority for a wide range of materials, supplies, services, and equipment for District departments in accordance with District standards, policies, and all applicable legal requirements. Analyzes quotes received and processes purchase orders to award supplier; and performs related duties as assigned. The incumbent prepares draft contracts and agreements, reviews and establishes contract insurance requirements, reviews vendor/contractor insurance certificates, amendments and change orders of contracts, and advises staff on contractual and project related issues. This class requires a general knowledge of water utility operations and related needs for supplies, services, equipment, and materials. The incumbent is required to have a working knowledge of purchasing policies/procedures, accounts payable procedures, and vendor relations. Work is regularly reviewed for overall results. Work requires incumbents to exercise judgement in selecting appropriate guidelines to follow. This class is distinguished from the Contracts Manager in that the latter has the overall responsibility for management of all contracts and purchasing programs and oversees the day-to-day activities for the District.

The incumbent ensures that her/his activities are aligned with and support the South Coast Water District’s mission, vision, core values, core strategies, and annual action items as well as performance measures.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS

Duties may include, but are not limited to, the following:

- Performs a variety of complex procurement related duties ensuring compliance with established procurement policies and procedures of the District; identifies areas non-compliance and develops strategies to correct non-compliance.
- Confers with District staff regarding contracting and purchasing needs and provides advice on appropriate procurement methods; assists with the development of scope of work ensuring clear, detailed scopes and deliverables.
Provides technical expertise and guidance to District employees involving contracting and purchasing standards, procedures, issues, and trends; interprets and explains applicable laws, regulations, codes, and policies.

Prepares Purchase Orders in Oracle purchasing module and issue and track Purchase Order to completion.

Assists with the review and evaluation of District Pre-qualified Contractors applications.

Assists in preparing Requests for Proposals (RFP): review and finalize Scopes of Work with department project manager; finalizes RFP; help establish proposer’s lists; issues and monitors RFPs on Planet Bids; attends pre-proposal meetings and interviews; takes minutes of meetings; drafts and issues addenda and questions and answers; prepares evaluation score sheets; facilitates proposal review meetings and interviews; checks references as necessary.

Reviews Invitation to Bid documents to ensure compliance with District and other legal requirements for conformity and compliance with District policies and procedures and to ensure completeness and accuracy before they are released to public. Assist department in determining contractor list. Issues IFBs on Planet Bids, attends pre-bid meeting; takes meeting minutes; drafts and issues addenda and questions and answers; reviews bid submittals for completeness

Prepares draft of District’s standard agreements and contracts awarded to consultant, contractors, and vendors for Contract’s Manager review;

Maintains and updates a listing of all District active and planned contracts.

Reviews and determines that vendor or consultant or contractor insurance certificates meet or exceed District requirements by applying thorough knowledge of District’s/JPIA insurance coverage requirements.

Coordinates and monitors contract change orders, amendments, addendums, extensions, stop notices, and releases.

Ensures contractors are registered with the Department of Industrial Relations (DIR) and ensure new construction projects are entered into the DIR by completing the online Public Works Projects Registration Form (PWC-100).

Serves as liaison on various projects as assigned by the Contracts Manager.

Prepares routine and complex correspondence on behalf of the District to vendors, consultants, and contractors regarding contractual and/or performance issues, notice to proceed, notice of awards, pre-qualification letters, letters of regret, and other documents.

Assists with orienting contractors doing business with the District with the process/procedures of contract/labor compliance providing consistency and oversight in contracts and contractual relationships; interfaces with service providers to expedite timely completion of contract agreements.

Prepares purchase order or agreement information into the District’s specialized computer financial system; enters supplier information into database.

Performs related duties as assigned.

Acts as Contracts Manager in his or her absence.

QUALIFICATIONS

Knowledge of:

Principles, practices, and techniques of contract administration, negotiation, preparation, and monitoring including construction, engineering, and professional/personal service contracts.

Principles and practices of purchasing administration including development of scope of work and specifications, competitive bidding, contract negotiations, and penalty procedure for non-compliance.

Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to purchasing and contract administration including Public Contracting Code and Uniform Commercial Code.

Legal language and terminology as it relates to contracts.

Principles and procedures of record keeping and reporting.

Research and reporting techniques, methods, and procedures.

Modern office practices, methods, and computer equipment, systems, and applications.

English usage, grammar, spelling, vocabulary, and punctuation.
Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.

Ability to:

- Utilize Oracle Purchasing Module and Financial System or a similar system.
- Ability to consider cost, quality, reliability of source, and urgency procurement needs while adhering to District procurement policy and procedures and other standard practices.
- Recommend and implement goals, objectives, and practices for providing effective and efficient services in assigned area of responsibility.
- Administer and monitor complex projects, on-time and within budget.
- Interpret, apply, explain, and ensure compliance with Federal, State, local, and District policies, procedures, laws, and regulations.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Analyze, interpret, summarize and present technical information and data in an effective manner.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Effectively represent the contracts office and the District in meetings with governmental agencies, community groups, and various businesses, professional, and regulatory organizations, and in meetings with individuals.
- Establish and maintain a variety of filing, record keeping, and tracking systems.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Use English effectively to communicate in person, over the telephone and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish and maintain effective working relationships with those contacted in the course of the work.

EXPERIENCE AND TRAINING GUIDELINES

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

REQUIRED EXPERIENCE AND TRAINING:

- Five (5) years of highly responsible experience in administering a comprehensive contracts program for a public agency, preferably at a Water District, including experience with evaluating contract processes and procedures, and implementing program improvements and ensuring regulatory compliance. A Bachelor’s degree in business or public administration, finance, engineering, accounting, or a related field.
- Proficiency using ORACLE Financials software, Microsoft Office, Word, and Excel.

REQUIRED LICENSE OR CERTIFICATE:

- Valid California class C driver’s license with good driving record.

PREFERENCES:

- Experience with Planet Bids software program is highly desirable.
- Certified Professional Public Buyer (CPPB) desirable.
- Certified Public Purchasing Officer (CPPO) desirable.
PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various District and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard, typewriter keyboard, or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds with the use of proper equipment.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

The specific statements shown in each section of this classification description are not intended to be all-inclusive. They represent the essential functions and minimum qualifications necessary to successfully perform the assigned functions. Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.