

THE CITY OF LOS ANGELES



CIVIL SERVICE COMMISSION

**CLASS SPECIFICATION****12-11-08****UTILITY BUYER, 1861**

**Summary of Duties:** Purchases a variety of supplies, equipment, services, and materials for use in the Department of Water and Power; performs professional staff work by analyzing bids and making awards based on the lowest ultimate cost to the Department of Water and Power; and does related work.

**Distinguishing Features:** A Utility Buyer is a journey-level professional class responsible for establishing contracts and purchasing a variety of supplies, equipment, services, and materials for use by the Department of Water and Power by informal or formal written bid procedures or reviews specifications and analyses of proposals for purchases requiring contracts. Assignments are normally received in the form of requisitions or specifications, and the work is subject to review for conformance with laws, regulations, policies and procedures. A Utility Buyer may supervise Assistant Utility Buyers.

**Examples of Duties:** A Utility Buyer:

- Reviews requisitions for supplies, equipment, services, and materials requiring written bid procedures and recommends modifications as needed;
- Reviews specifications pertaining to informal or formal contract purchases and recommends changes as needed;
- Reviews lists of bidders and/or researches and establishes additional vendor sources;
- Coordinates and participates in pre-bid conferences with potential vendors to clarify the process, to review the specifications and the technical aspects and standards, and to solicit expertise and bidder interest;
- Advertises, competitively bids, and publicly opens and declares certain contracts valued over \$25,000 or as required by LADWP policy;
- Analyzes and evaluates bids for conformance to specifications and to recommend the lowest responsive bidder by analyzing pertinent factors including: products offered, terms, discounts and conditions, delivery dates and conditions, future purchase options, vendors ability to perform and other related factors;
- Reviews purchases made by subordinates;
- Utilizes electronic procurement program indicating progress of purchase requisitions and contract preparation;
- Prepares and presents oral and written reports to management and others regarding purchasing activities, such as resolving contract disputes;

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- Prepares letters of recommendations and other purchasing documents for presentation to the Board of Water and Power Commissioners;
- Prepares interdepartmental correspondence and letters to vendors regarding bids and contracts;
- Prepares internal purchase orders to enter successful contractor into the system;
- Analyzes market conditions and price trends;
- Furnishes information concerning purchasing activities to vendors, end users, management, the public, or others requesting the information;
- Processes personal/professional service agreements under General Manager's authority;
- Participates in responsibility hearings to review vendor performance;
- Reviews bond forms and verifies that bonding company is authorized to do business with the City;
- Provides training on purchasing related activities to end-users;
- Researches and reviews past history of requests for proposals;
- May participate in negotiating the terms and conditions of the contract with sole source vendors or when all bids have been deemed non-responsive and the bid declared a negotiated contract;
- May obtain approval as to the form and legality of various purchasing documents and recommendations of award;
- May supervise Assistant Utility Buyers; and
- May act for the supervisor.

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 City procurement activities;
- Fundamental purchasing procedures and principles including the competitive bid process;
- Factors used to determine the acceptance of bid;
- Commodity markets, market practices, pricing methods, contract and sales as applied to purchasing transactions;
- 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;

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- 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:

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

### **Requirements:**

One year of full-time paid experience in a class at the level of Management Assistant which provides experience in preparing and administering contracts for services 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.

**License:** A valid California driver's license 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.**