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Buyer I

Division/Department: Finance and Administration Division / Financial Services Department

Reports to: Procurement Officer

Location: Berthoud, CO

Type of Position: Full-time

Status: Non-exempt

Salary Range: \$34.75-\$40.15

GENERAL STATEMENT

Northern Water is seeking a qualified and motivated individual to join our procurement team as a Buyer I. This position is responsible for a variety of routine and specialized professional procurement duties requiring independent judgement surrounding complex data, as well as analysis of project and purchasing information by collecting, monitoring, and studying information within an Enterprise Resource Planning System (ERP). The Buyer I ensures that procurement activities align with organizational goals, objectives and policies while also maintaining efficient and cost-effective purchasing procedures.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Performs market research and utilizes best practices to perform best value procurements including recommending existing cooperative purchasing contracts.
- Reviews technical specifications, contracts, and solicitation documents, including all related research and value analysis.
- Identifies and implements techniques for determining best value procurements using best practices, analytical tools and market trends that impact pricing, availability and quality.
- Prepares and facilitates the process for informal and formal solicitations.
- Reviews and analyzes competitive sealed bids as needed.
- Requests quotations and statements of qualifications.
- Identifies and communicates with potential sources using the Rocky Mountain E-purchasing System.
- Reviews Invitation for Bids (IFB) for the following criteria: lowest response, lowest responsible bidder, most advantageous offer, and most qualified.
- Edits requisitions and/or purchase orders and confers with departments regarding requirements, specifications, quantities, and delivery. Recommends alternatives that may result in a greater value.
- Performs the functions of the lead Purchasing Card Administrator.
- Manages the shared procurement email account.

- Acts as a liaison between suppliers, departmental staff, and contracting staff.
- Communicates with staff, consultants, contractors, and suppliers to acquaint them with Northern Water's procurement policies and procedures.
- Ensures compliance with state and federal grant requirements relating to procurement.
- Researches market sources and suppliers to locate and ensure the most cost effective and competitive pricing for the purchase of supplies and services. Analyzes price data from vendors.
- Compiles and maintains purchasing records, assuring that purchase activities are fully documented (e.g. solicitations, responses, addenda, purchase orders, communication, etc.).
- Ensures accurate accounting coding for purchase requisitions and purchase orders.
- Coordinates adding newly awarded vendors into financial system and approval of applicable insurance in preparation for contracting phase.
- Maintains the integrity of the public procurement process.
- Analyzes current procurement activities and recommends improvements.
- Prepares and maintains accurate records on all solicitations, responses, purchases, contracts, correspondence, and related follow-up.
- Communicates and interprets purchasing policies, procedures, best practices, laws, rules, and regulations to internal staff professionally.
- Participates in maintenance and upgrades of the Enterprise Resource Planning (ERP) system including testing and preparation of test scripts and user guides.
- Seeks continuous improvement of procurement procedures and the ERP system.
- Assists Procurement Officer and Financial Services Department Manager when needed in preparation of audit schedules and various audit requests.
- Responsible for compiling information for special reports as needed.
- Assists with the duties and responsibilities of the Procurement Officer as needed.

OTHER DUTIES AND RESPONSIBILITIES

- Supports inventory activities within the ERP system.
- Provides internal staff training as needed.
- Assists in the disposal of surplus materials.
- Answers questions from employees and the public relating to procurement information.
- Attends relevant purchasing-related training to stay on top of the best procurement methods and regulations and obtain/maintain professional purchasing certification(s).
- Participates in professional procurement organizations with governmental emphasis, i.e. National Institute of Governmental Purchasing (NIGP), Rocky Mountain Governmental Purchasing Association (RMGPA), Multiple Assembly of Procurement Officials (MAPO). May maintain membership if applicable.
- Other duties as assigned.

EDUCATION AND EXPERIENCE REQUIREMENTS

Education

- Bachelor's degree in Supply Management, Business, or closely related field required.

Experience

- Minimum one (1) year of experience in the procurement of construction, materials, goods, equipment, and supplies for a government entity.
- Purchasing Card administration experience preferred.
- ERP system user experience required.
- Utility industry experience preferred.

LICENSE, CERTIFICATE AND CREDENTIAL REQUIREMENTS

- Certified Professional Public Buyer (CPPB), Certified Public Procurement Officer (CPPO), or NIGP-CPP Certification, or equivalent certification is preferred. Certification is required within two (2) years of hire.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge

- Public procurement processes.
- Business practices related to purchasing.
- Contract administration related to procurement.
- Laws, policies, and procedures governing public procurement.
- Functional knowledge of Enterprise Resource Planning (ERP) system.
- Solid familiarity with researching and reviewing specifications, solicitations, and contract documents.
- Extensive understanding of spreadsheets, databases, and word processing programs.

Skills

- Excellent record keeping, office practices, and data collection skills.
- Ability to work independently and in a team.
- Ability to maintain confidentiality.
- Excellent verbal and written communication skills.
- Develop effective and cooperative working relationships with other departments, employees, suppliers, and public agencies.
- Excellent evaluation skills.
- Proficient Microsoft Office skills, especially within Excel, Word, PowerPoint, and Outlook.
- Proficient Adobe Pro skills.
- Strong time management and prioritization skills.

Abilities

- Read, interpret, explain, and properly apply rules, regulations, laws, policies, and procedures.
- Successfully deal with all persons in a fair and equitable manner.
- Communicate effectively in writing and verbally as appropriate for the needs of the audience.
- Ability to work effectively with other employees and the public.
- Understand the implications of new information for both current and future problem-solving and decision-making.
- Maintain independence, objectivity, and professional integrity in all circumstances.

PHYSICAL REQUIREMENTS

- Occasional physical activity is required, including walking, bending, stooping, or climbing stairs.
- Requires prolonged sitting and sustained operation of keyboard devices.
- Must be able to meet the physical requirements of a post job offer physical examination.

Reasonable accommodations will be made to enable qualified individuals with disabilities to perform the essential functions of the job.

OTHER REQUIREMENTS

- Maintains a personal appearance appropriate for job position and image of Northern Water.

This job description in no way states or implies that these are the only duties to be performed by this employee.

Northern Water provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, marital status, sexual orientation, gender identity, national origin, disability, genetics, veteran status or other legally protected characteristics. Northern Water complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. Northern Water also prohibits any form of workplace harassment in accordance with these laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.