



**LOUISVILLE METROPOLITAN SEWER DISTRICT
invites applications for the position of:**

Buyer I/II (Grade 14/15)

SALARY: \$22.63 - \$33.65 Hourly
\$47,070.40 - \$69,992.00 Annually

OPENING DATE: 01/07/22

CLOSING DATE: 01/13/22 11:59 PM

JOB SUMMARY:

This position will be filled as a Buyer I or II based on candidate qualifications. Salary ranges are as follows:

Buyer I: \$47,070.40-\$69,992.00

Buyer II: \$50,544.00-\$75,816.00

Buyer I

Procures goods and services in accordance with MSD's Procurement Regulations and Purchasing Procedures. Assist various departments with preparing competitive bid documents, solicits proposals and/or bids for the procurement of construction services, non-professional services, equipment, goods and other services. Develops work methods and sequences under general supervision. Actively pursues purchases from minority and women owned businesses.

Buyer II

Procures goods and services in accordance with MSD's Procurement Regulations and Purchasing Procedures. Develops specifications and/or evaluation criteria for the competitive bid process. Solicits proposals and/or bids for the procurement of construction services, non-professional services, equipment, goods and other services of a complex nature. Develops work methods and sequences under general supervision. Actively pursues purchases from minority and women-owned businesses.

ESSENTIAL JOB FUNCTIONS:

Buyer I

Reviews departmental requisitions and assists personnel with the procurement of goods and services by expediting the procurement process and ensuring compliance. Prepares and revises bid solicitation documents for competitive sealed bids, Solicits proposals and/or bids for various departments for the procurement of construction services, non-professional services, equipment, goods and other services of a routine nature. Coordinates with bidders to research availability of goods and services, determine awards, provide assistance with procedures, and respond to questions and concerns. Places purchase orders for supplies, materials, and equipment, etc using SAP. Organizes and directs pre-bid meetings and proposal evaluation committees and presents findings to management. Prepares documentation such as reports and correspondence to communicate information and maintain vendor relations. Interviews prospective vendors, evaluating products and services and determining their capabilities to meet the operational needs of MSD. Engages with prospective minority and women owned businesses to encourage participation in MSD's Supplier Diversity Program for potential procurement opportunities. Follows through on purchase orders resolving delivery problems, quality or quantity discrepancies, invoice pricing issues and approval of billed freight. Engages

in continuous effort to improve operations, decrease turnaround times, streamline work processes and works cooperatively with other departments. Establishes and maintains the electronic material master file in SAP to ensure data integrity. Performs other related duties as assigned.

Buyer II

Creates and develops bid documents for the competitive bidding process, for acquisitions of construction services, non-professional services, equipment, goods & services while ensuring compliance with the MSD Procurement Regulations. Develops specifications and/or evaluation criteria, advertises bid, and notifies potential suppliers. Organizes and directs pre-bid conferences and proposal evaluation committees and presents findings to management. Analyzes and evaluates bid documents, negotiates pricing, recommends bid award and creates/generates purchase orders. Monitors bid expiration dates and the bid renewal process to ensure continuation of assigned contracts. Conduct analysis using the Producers Price Index, Consumer Price Index or other indexes as required. Facilitates performance and/or payment issues between suppliers and MSD end-users. Procures assigned commodities for the purpose of ensuring the availability of goods and services as needed. Prepares documentation such as reports and correspondence to communicate information and maintain vendor relations and maintain accurate information for the bid file. Engages with prospective minority and women-owned businesses to encourage participation in MSD's Supplier Diversity Program for potential procurement of goods and services. Follows through on purchase orders resolving delivery problems, quality or quantity discrepancies, invoice pricing issues and approval of billed freight. Engages in continuous effort to improve operations, decrease turnaround times, streamline work processes and works cooperatively with other departments. Establishes and maintains the electronic material master file in SAP to ensure data integrity. Performs other related duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES NECESSARY TO THE WORK:

Buyer I

Knowledge of procurement techniques and practices including the Kentucky Model Procurement Code and MSD Procurement Policies; knowledge of data processing, accounting, inventory control, shipping and receiving; knowledge in negotiation ethics; skill in oral and written communication; skill in operating a PC and associated Windows environment software (e.g. Microsoft Word, Excel, etc.); skill in exercising tact and diplomacy; ability to analyze and evaluate data; ability to utilize the SAP system as it relates to procurement; ability to perform buying and expediting; ability to assist with loss and damage claims processing; ability to exercise judgment and discretion; ability to facilitate or conduct meetings.

Buyer II

Knowledge of procurement techniques and practices including the Kentucky Model Procurement Code and MSD Procurement Policies; knowledge of competitive bidding processes; knowledge of accounting, inventory control, shipping and receiving; knowledge in negotiation ethics; skill in buying and expediting purchases; skill in oral and written communication; skill in operating a PC and associated Windows environment software (e.g. Microsoft Word and Excel); skill in exercising tact and diplomacy; ability to collect, organize and analyze data; ability to utilize the SAP system as it relates to procurement; ability to exercise judgment and discretion.

MINIMUM REQUIREMENTS:

Buyer I

Bachelor degree in business administration, accounting, finance or a related field; two or more years purchasing experience; an equivalent combination of education and experience may be substituted. Must possess a valid driver's license. Must have safe work and driving habits.

Buyer II

Bachelor degree in business administration, accounting, finance or a related field; three or more years of procurement experience; an equivalent combination of education and experience may be substituted. Procurement certification from one or more of the following certifying entities is preferred: Certified Public Purchasing Buyer (CPPB), Certified Public Purchasing Officer (CPPO), Certified Professional in Supply Management (CPSM), and/or Accredited Purchasing Practitioner (APP). Must possess a valid driver's license. Must have safe work and driving habits.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.louisvillemsd.org>

Position #22-007
BUYER I/II (GRADE 14/15)
MF

700 W. Liberty Street
Louisville, KY 40203

hr@neogov.com

Buyer I/II (Grade 14/15) Supplemental Questionnaire

- * 1. Do you have a valid driver's license?
 Yes No
- * 2. What is your highest level of education completed?
 No H.S. diploma or GED
 High School Diploma or GED
 Some college, no degree
 Associate Degree
 Bachelor Degree
 Master's Degree
 Other Graduate Degree
3. How many years of purchasing experience do you have?
 Less than 2
 2-5 years
 5-7 years
 More than 7 years
4. How many years of public purchasing experience do you have?
 None
 Less than 2 years
 2 to 5 years
 More than 5 years
5. Do you have working knowledge of Kentucky Model Procurement Code?
 Yes No
- * 6. Do you have experience working with the Procurement module of SAP?
 Yes No
- * 7. Do you have any procurement certifications? If yes, please list.

* Required Question

