

INVITES APPLICATIONS FOR:

**Senior Buyer**

\$125,014-\$151,964 annually, plus excellent benefits

**Final Filing Date: Friday, September 1, 2023, 5:00 p.m. PST**

**THE POSITION:** The Alameda County Water District, located in Fremont, California, is seeking to hire a Senior Buyer to join the Procurement and Contracts team. This position, under general supervision, will perform complex and strategic purchasing activities to obtain goods, materials, equipment, and services in compliance with applicable state and federal public purchasing laws, rules, regulations and established Alameda County Water District policies and standards.

The Senior Buyer is a professional advanced journey-level class in the purchasing jobs series. An incumbent independently performs strategic and complex duties in purchasing assignments for equipment, materials, supplies, and services. Such procurements would typically consist of the following characteristics: the materials, supplies, services or equipment are very technical, specialized and require research to establish specifications; sources of supply are limited and/or highly competitive, requiring in-depth analysis and/or negotiations to obtain fair and reasonable pricing; the purchase process consists of independent, multiple steps; purchase contracts are specialized and/or high dollar volume and may entail multi-year deliveries; and the purchase may expose the District to significant potential risk which must be minimized or mitigated. An incumbent is expected to provide customer-responsive, cost effective and high-quality purchasing services for customers, consistent with applicable legal and regulatory requirements.

This job class requires initiative, accuracy, attention to detail, organizational skills, the ability to focus on multiple tasks, and professional level analytical and evaluative judgment.

**REQUIREMENTS:**

**Education and Experience:**

Possession of a Baccalaureate degree from an accredited college or university in public administration, business administration, economics, or a related field; and four (4) years increasingly responsible full-time professional experience in a formal purchasing department, including experience purchasing a variety of supplies, materials, equipment, and services. Experience in a government or public water utility setting is desirable.

Must possess a valid driver's license and have a satisfactory driving record.

Certification as a Certified Public Procurement Buyer, Certified Professional Procurement Officer, or a Certified Purchasing Manager is desired but not required.

**SELECTION PROCEDURE:**

Application materials must be received by the final filing date of Friday, September 1, 2023, at 5:00 p.m. PST. Application packet must include a completed supplemental questionnaire. Incomplete applications will not be given further consideration.

Candidates who are most qualified will be invited to participate in a qualification's appraisal, which may include a written and/or practical exercise as well as an interview by an appraisal board.

Candidates passing the qualifications appraisal process will be ranked on an employment list for further consideration. Top-ranking candidates will be invited to an interview with the hiring Supervisor.

Employment offers are normally made following conduct of reference checks and are always contingent upon successful completion of a pre-employment physical exam, and security background checks. Employment is made contingent upon verification of identity and legal right to work in the U.S.A. pursuant to federal law, and the signing of a loyalty oath, pursuant to state law.

[About The District](#)

aquifer recharged by both natural runoff and imported water flows. Annual average demand is 70 million gallons per day. ACWD has a staff of 244 employees and a budget of approximately \$97 million. The District is headquartered in Fremont. For further District information, see our website at [www.acwd.org](http://www.acwd.org).

## Employee Benefits

**Health Insurance:** Coverage is provided through the CalPERS Health program. Employees contribute 1.0% of salary toward the cost of their medical benefits. Under the Cafeteria Plan, employees will receive a flex dollar allowance to purchase healthcare coverage and qualifying voluntary products.

**Dental and Vision:** The District fully pays for coverage of the employee and eligible dependents.

**Retirement:** California Public Employees Retirement System (CalPERS) benefit depends on whether the employee is a "new" member or a "classic" member under state law.

**Classic member:** Employee who is a member of PERS or reciprocal agency within six months of hire at ACWD. 2.5% @ 55 with 5.5% employee contribution. \$5000 Retired Death Benefit, 3% Annual Cost-of-Living Allowance Increase, Post-Retirement Survivor Allowance to Continue After Remarriage, Pre-Retirement Death Benefits to Continue After Remarriage of Survivor, Additional Opportunity to Elect 1959 Survivor Benefits, 1959 Survivor Benefit Level 4, Unused Sick Leave Credit, Public Service Credit for Peace Corps, AmeriCorps VISTA, or AmeriCorps Service, Military Service Credit as Public Service, Final Compensation 1 Year, Post-Retirement Survivor Allowance, Prior Service.

**New member:** Employees hired after 12/31/12 that were not members of PERS or a reciprocal agency within the last six months of hire at ACWD. 2% @ 62 with 7.75% employee contribution. \$5000 Retired Death Benefit, 1959 Survivor Benefit Level 4, 3% Annual Cost-of-Living Allowance Increase, Additional Opportunity to Elect 1959 Survivor Benefits, Final Compensation 3 Years, Military Service Credit as Public Service, Post-Retirement Survivor Allowance, Post-Retirement Survivor Allowance to Continue After Remarriage, Pre-Retirement Death Benefits to Continue After Remarriage of Survivor, Pre-Retirement Option 2W Death Benefit, Prior Service, Public Service Credit for Peace Corps, AmeriCorps VISTA, or AmeriCorps Service, Unused Sick Leave Credit.

**Social Security/Medicare:** The District does not participate in Social Security but provides a 1.45% matching Medicare contribution.

**Retiree Health Benefits:** Employees are provided contributions to a Retiree Health Savings Account towards their future retiree health benefits.

**Life Insurance:** The District provides you with Basic Life Insurance and Basic AD&D Insurance of one- and one-half times your annual salary to a maximum of \$250,000. There is no cost to the employee for this insurance.

**Long Term Disability:** The District provides you with Long Term Disability Income Insurance of 66 2/3% of monthly earnings with a maximum monthly benefit of \$15,000.

**Short Term Disability:** Coverage is provided through the District for employees working more than 20 hours per week at 66 2/3% of base weekly earnings for the first 12 weeks up to a weekly benefit maximum of \$2,350.

**Deferred Compensation:** Optional deferred income plans allowing tax sheltering of current income and payment later as supplemental retirement income. The District matches up to \$1,750 per year to the employee's 401(a).

**Vacation:** 10 days first year, increasing to 25 days after 20 years

**Holidays:** 11 days per year

**Sick Leave:** 12 days per year

**Management Leave:** 80 hours of Management Leave per calendar year.

**Employee Assistance Program:** Up to 6 sessions for employees and family members for professional consultation and short-term counseling for personal problems.

**Tuition Reimbursement:** The District will reimburse 100% of the total tuition and textbook costs incurred in taking courses outside of normal working hours related to District employment up to an annual maximum of \$5,250.

**Alternative Work Schedule/Hybrid:** The district participates in both an alternative work schedule and Hybrid work from home schedule, pending supervisor approval.

## Employment Information

1. Employment offers are normally made following the conduct of a reference check and are always contingent upon successful completion of a job-related pre-employment physical exam, which may include a drug screen, as well as a security background check. These exams are administered by the District at no cost to the applicant. *All District employees are subject to the District's drug and alcohol policies.*
2. Employment is made contingent upon verification of identity and legal right to work in the U.S.A. pursuant to federal law, and the signing of a loyalty oath pursuant to state law.

*Note: The information contained in this announcement is subject to change and does not constitute either an expressed or implied contract*

**M/C/P**