



**Zone 7 Water Agency**  
Announces a job opportunity for  
**Buyer I**  
(*Temporary, Full Time*)  
**Salary: \$34.92 per hour**

Zone 7 Water Agency is seeking a Buyer to support the purchasing and contract function with a focus on procurement of equipment, supplies, materials, fleet and services needed for the maintenance and construction of treated water systems. This 40 hour per week assignment may last up to a twelve month period and the position will be located in Livermore. Zone 7 Water Agency supplies treated water to retail water agencies for municipal and industrial use, as well as untreated water for agricultural purposes.

This position performs a wide variety of purchasing work including working with various agency departments to specify materials, supplies, services and equipment and administers various contracts for the Agency.

Some examples of duties include: purchase a wide variety of standardized and specialized materials, supplies, equipment and services; review incoming requisitions for accuracy and completeness; resolve any problems or discrepancies, solicit bids, contact suppliers and contractors to determine availability, price, terms and delivery schedules, analyze and evaluate competitive bids, enter purchase order requests and procurement contracts into financial recordkeeping systems, process all paperwork related to purchases including insurance certificates and endorsements, and other purchasing-related duties.

The ideal candidate for this position will have demonstrated experience in the following areas:

- A thorough understanding of purchasing functions and industry trends in order to contribute to effective business strategies and tactics;
- An understanding of the workings of public sector purchasing, and how to achieve results in these environments;
- Experience in developing and using collaborative relationships to facilitate the accomplishments of work goals;
- Actively participate as a valued member of a work team and prioritize workload;
- Seek information to understand internal customer needs and develop appropriate solutions;
- Negotiate terms, agreements, and understanding with others using all available information appropriately to guide decisions and meet objectives, while acting with integrity;
- Put new knowledge, understanding or skills to practical use on the job; furthering learning through trial and error;
- Provide exceptional service to internal and external customers; and
- Ensure the quality and accuracy of work products.

**Minimum Qualifications:**

**Experience:** The equivalent of three years of recent full-time increasingly responsible purchasing experience that included developing/reviewing purchase orders, specifications and cost analysis in a public agency.

Completion of two years of education in business administration or a closely related field from an accredited college or university or a purchasing management certificate from a nationally recognized organization may be substituted for one year of the required experience.

**License:** Possession of a valid California Driver's License

**HOW TO APPLY:** For consideration, submit resume and cover letter by **December 5, 2017** **before 4:30 pm** to:

[jobs@zone7water.com](mailto:jobs@zone7water.com)

or

Zone 7 Water Agency  
Attn: Human Resources  
100 North Canyons Parkway  
Livermore, CA 94551

*Alameda County is an Equal Opportunity/Affirmative Action employer.*