

Sacramento Suburban Water District Classification Specification

Job Class: Purchasing Specialist

FLSA Status: Non Exempt

Supervisor: Operations Manager

Effective Date: December 2009

Definition/Distinguishing Characteristics

Under general supervision, this journey level position performs a variety of duties related to the purchasing of District equipment, materials and supplies; prepares and reviews purchasing specifications and bid packages; receives, stores and distributes materials and equipment at warehouse locations; and operates warehouse equipment.

Examples of Duties

The following duties are typical for this classification. Depending upon the assignment, the employee may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices. Management retains the right to add, remove, or change duties at any time.

- Purchases equipment, materials and supplies which enable the District to provide necessary services and perform functions, including during emergency situations.
- Oversees an inventory control system for materials, supplies and parts required for the efficient operation of the District.
- Operates and maintains asset inventory and accounting systems connected to the District's finance accounting system.
- Investigates and develops new vendors and sources of supply and maintains the District's relationships with current supplier contacts.
- Develops bidding forms and processes, requests quotes, analyzes information, negotiates as necessary, and recommends appropriate responsible vendor.
- Verifies accuracy of amounts billed against the bid/quote prices.
- Assists with the preparation of the annual purchasing budget.
- Operates forklift for the purpose of receiving, storing and issuing purchased items for inventory control, including verifying quality of each delivered product.
- Verifies the accuracy of shipments and reports problems and discrepancies to vendors.
- Performs periodic inventory and fixed asset counts to insure quantity control and systems accuracy as well as a complete physical count for annual auditing purposes; processes and documents surplus items for disposal.
- Performs instructional demonstrations of new equipment to field crews.
- Complies with all District policies, procedures, rules and regulations including all safety standards.

Mental and Physical Requirements

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

- Travels by automobile or District vehicle to conduct District business.
- Operates a forklift and motor vehicle for delivery and distribution of equipment and supplies.
- Communicates orally with District management, coworkers and the public in face-to-face, one-to-one and group settings.
- Regularly uses a telephone for communication.
- Regularly uses office equipment such as computers, copiers and fax machines.
- Sits, stands and walks for extended time periods.
- Carries, reaches and lifts supplies and equipment weighing up to 30 pounds.
- Pushes, pulls and maneuvers supplies and equipment of varying weights and configurations for stocking inventory or point-of-use delivery.
- Stoops, kneels, crouches, crawls and climbs during the storage and distribution of equipment and supplies.
- Works out-of-doors as needed in all weather conditions with exposure to dust, dirt, water and significant temperature changes between cold and heat.
- Hearing and vision within normal ranges with or without correction.
- Must wear protective footwear.

Qualifications

Knowledge of:

- Basic accounting procedures.
- Tools, equipment and materials commonly used in water utilities and general maintenance.
- Operation of mechanical and motorized equipment
- A broad range of water industry supplies.
- English usage, spelling, grammar and punctuation.
- Proper work safety standards.
- Common office computer software programs, particularly Microsoft Word, Excel, Access and Outlook.

Ability To:

- Work independently and establish priorities.
- Effectively coordinate work efforts with the Operations Manager and Finance Department staff.
- Perform a variety of complex purchasing support assignments.
- Perform and maintain accurate account and fiscal record keeping.
- Make arithmetical calculations quickly and accurately.
- Operate computers and software used in automated purchasing and inventory systems.
- Effectively represent the District's purchasing functions with vendors, tactfully resolving problems and concerns over shipments and items received.
- Understand and follow oral and written instructions.
- Communicate clearly and concisely, both orally and in writing.
- Keep accurate records.

- Establish and maintain cooperative working relationships.
- Pass pre-employment physical, drug and alcohol examination, and background check.

Education, Experience, Licenses and Certifications:

Required:

- High school diploma or equivalent.
- Valid California Driver's License issued by the California Department of Motor Vehicles.
- Proof of good driving record as evidenced by freedom from multiple or serious traffic violations or accidents for at least two (2) years duration. The driving record will not contribute to an increase in the District's automobile rates. Individuals who do not meet this requirement due to a physical disability will be considered for accommodation on a case-by-case basis.

Desirable:

Any combination of education and experience which would likely provide the desired knowledge and abilities is acceptable. A typical way to obtain the knowledge and abilities would be:

- Associate in Arts (AA) or Associate in Science (AS) degree.
- Three (3) or more years of increasingly responsible work experience in performing purchasing functions, preferable including experience in the development of purchasing specifications, bid packages and proposal requests.
- Three (3) or more years of increasingly responsible work experience performing purchasing support and account and fiscal recordkeeping.