



Job Classification:	Purchasing Agent
Representation:	SEIU Local 1021 Union
Wage Schedule Range:	19
FLSA:	Non-exempt
Effective Date:	July 2019

Classification specifications, i.e. Job Descriptions are intended to present a descriptive summary of the range of duties and responsibilities performed by an incumbent in the classification. Furthermore, specifications are not intended to reflect all duties and responsibilities of an incumbent in the classification.

Summary

Under general supervision this single position class shall perform a variety of professional procurement and purchasing related duties; warehousing and inventory control processes, complete, analyze, and review purchase orders and purchase requisitions for accuracy and correctness; coordinate the purchase of District supplies, materials, equipment and services; monitors contracts to ensure compliance with purchasing requirements and District rules; and performs other duties as assigned.

Supervision Received and Exercised

General direction is received from the Director of Operations.

Essential Duties - *The following duties are typical for this position. 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 District needs and changing business practices. The omission of specific statements of duties does not exclude the position if the work is similar, related or a logical assignment to the class.*

- Oversee District-wide purchasing and inventory systems, including program set-up to ensure compliance of the District's purchasing policy.
- Purchase materials, supplies, chemicals, and equipment which enable the District to provide necessary services, including during emergency situations.
- Review purchasing requests for accuracy and completeness according to District policies.
- Identify and contact prospective vendor/sales representatives to discuss pricing, quality, order revisions, order cancellation, acceptable substitutes, delivery date revisions and invoice discrepancies.
- Solicit, receive, and evaluate bids and proposals for price quality, and to determine whether vendors meet District requirements including business license, insurance, etc.
- Receive, review and process purchases, requisitions and issue purchase orders for materials, services, equipment and supplies; evaluate and process change order requests.

- Research and identify opportunities for cost reduction; prepare price, quality and value comparisons in the evaluation of bids, materials, services and equipment needs
- Plan, prepare, and administer the District's formal bid process as needed.
- Operate and maintain asset inventory and accounting systems connected to the District's financial accounting system.
- Maintain inventory levels; perform physical counts/audits of inventory as needed.
- Ensure the warehouse facilities and shop yard are in a clean and orderly fashion.
- Participate in budget preparation and administration in conjunction with other District personnel; prepare cost estimates for budget recommendations; monitor and control expenditures within budget constraints.
- Manage a fleet vehicle lease program, track compliance with maintenance requirements and assist in shuttling District vehicles for maintenance and repair work.
- Work with District staff to prepare equipment, material and services specifications and other necessary documents to facilitate procurement.
- Provide support and training to District staff regarding District purchasing requisition rules, policies and procedures in a courteous and professional manner.
- Monitor contracts to ensure compliance with purchasing related rules and requirements; prepare and maintain a variety of purchasing related records, files, lists and forms; respond to inquiries and provide information regarding purchasing activities.
- Monitor vendor performance on purchasing contracts for price compliance; audit invoices from vendors to verify accuracy of amounts billed against the bid/quote price; maintain vendor contracts; process adjustment for replacement of substandard or backordered materials/supplies and purchase order pricing errors; recommend necessary action to improve vendor performance.
- Assist in recommending and developing more efficient procurement methods and techniques.
- Verify receipt and accuracy of materials and supplies and resolve discrepancies or problems with vendors.
- Respond to inquiries and resolve complaints in a timely, efficient and courteous manner.
- Operate forklift and/or pallet jack for the purpose of receiving, storing, and issuing purchased items for inventory control, including verifying quality of each delivered product.
- Interpret and apply District purchasing policies and procedures; stay current on laws, regulations, ordinances, and best practices and procedures for purchasing.
- Develop and maintain documentation of all departmental procedures, records, and reports.
- Coordinate the disposal of surplus materials and equipment in accordance with District policies.
- Establish and maintain an effective and cooperative working relationship with coworkers through knowledge of work, personal and professional conduct, and good judgment.
- Regular attendance and adherence to prescribed work schedule to conduct job responsibilities.
- Perform related duties as assigned or required for the ongoing operation of the District's business.

Qualifications - Any combination of training and experience that would provide the required knowledge, skills and abilities is qualifying.

Knowledge of:

- Basic principles, practices, and techniques of purchasing, inventory control policies and procedures, issuing materials, and warehouse supply organization, preferably for a public water/wastewater agency.
- General laws and regulations applicable to public agency purchasing.
- Tools, equipment, and materials commonly used in water utilities.
- Fundamental product information relating to materials, supplies and equipment used in construction and maintenance of water and wastewater facilities, including knowledge of chemicals.
- Recordkeeping methods and procedures.
- Basic accounting procedures.
- Principles and practices of budget monitoring.
- Principles of basic mathematics.
- Safe work methods and safety precautions related to the work environment.
- Principles and practices of effective customer service.
- Microsoft Office Suite programs for word processing and spreadsheets.
- Standard business practices such as letter writing, report writing, preparing informational materials in visual formats.
- English language usage, spelling, grammar, and punctuation.

Ability to:

- Manage purchasing functions, bid contracts, surplus property, warehouse and inventory functions.
- Make independent decisions and carry them out consistent with supervisors' direction.
- Prepare and maintain a variety of accurate paperwork, reports, and the like associated with the purchasing and inventory management of District materials, supplies, and equipment.
- Operate motor vehicles, hand truck, and various hand tools.
- Effectively coordinate work efforts with Operations and Finance Department staff.
- Professionally and effectively represent the District's purchasing functions with vendors.
- Obtain requested supplies and services in a timely manner.
- Interpret, explain, and enforce purchasing policies and procedures and recommend updates.
- Adapt to changing technologies and learn functionality of new equipment and systems.

- Plan, coordinate, and organize work to meet deadlines with accuracy, thoroughness, and attention to detail.
- Work independently and prioritize multiple tasks often under time constraints and with limited supervision.
- Read, understand and carry out written and oral directions in a clear, concise, and consistent manner.
- Operate a variety of automated office machines typical of a work environment such as a multi-function printer/copier/scanner machine, and fax machine.
- Operate a computer for the effective operation of the Department including word processing, database, spreadsheet, presentations, e-mail, internet and an integrated accounting software package.
- Establish metrics to track the effectiveness of policy changes and make presentations regarding the same.
- Communicate clearly and concisely both orally and in writing with District staff, Board, consultants, and the public in one-to-one and group settings. Strong writing skills are critical.
- Be an integral team player, which involves flexibility, cooperation, and communication.
- Think critically to identify inefficiencies and offer solutions in a positive and constructive manner.

Education and Experience – Any combination of education and experience which would likely provide the necessary knowledge and abilities is qualifying:

- Equivalent to graduation from high school.
- Bachelor's degree preferred, from an accredited college or university with major course work in business administration, public administration, purchasing, materials management or a related field.
- Four (4) or more years of increasingly responsible work experience in performing purchasing and/or inventory functions in a water utility, preferable including experience in the development of a purchasing program and/or inventory processes.

Licenses and Certifications:

- All Levels require a valid California Driver's License issued by the California Department of Motor Vehicles.

Physical Requirements

While performing the duties of this job, the employee is regularly required to sit at a desk and in meetings for long periods of time, on a continuous basis; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation with fingers; reach with hands and arms; use a telephone or other electronic communication devices; stand for long periods of times; communicate orally and through written means; use standard office equipment such as computers, copiers, and FAX machines; write or use a keyboard to perform assigned duties; bend, squat, stoop, crouch, climb, kneel and twist while checking equipment; occasionally climb stairs, stoop, kneel, crouch, or walk and/or stand on slippery surfaces; occasionally lift and/or move up to 50 pounds; maneuver supplies and equipment of varying weights and configurations for stocking inventory; hearing and vision within normal ranges with or without correction. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While out in the field the duties of this job require mobility to move easily in and around various water and wastewater treatment plants, pump/lift stations, water distribution sites and unimproved property throughout the County.

Work Environment

Work is generally carried out in a typical office setting with temperatures occasionally too warm or too cold, moderate noise levels and under lighting conditions typical of an office. Regular field visits requiring the operation of a motor vehicle and occasionally traversing uneven terrain and inclement weather field may be required where the employee may be exposed to weather extremes of heat and cold, allergens, high level of noise, fumes or airborne particles, and toxic or caustic chemicals.

Additional Requirements:

- 18 years of age.
- Eligible to work in the United States.