VALLECITOS WATER DISTRICT

SENIOR PURCHASING SPECIALIST

DEFINITION

Under general supervision, performs a variety of purchasing and ordering duties; coordinates and reviews facility maintenance work and projects; makes recommendations for policy and procedure development and implementation; performs related duties as required.

CLASS CHARACTERISTICS

This is a single incumbent position responsible for purchasing duties. This class is distinguished from the Finance Manager which oversees all functions in the Finance department.

ESSENTIAL FUNCTIONS

Essential functions include, but are not limited to, the following:

- Implements, applies, and adheres to the requirements of the District’s Purchasing Policy; provide recommendations to procedure and policy as needed; understands and clearly explains the Purchasing Policy and procedures to District staff; reviews and executes purchasing orders for compliance with District Purchasing Policy;
- Researches and secures competitive quotes; negotiates standard terms and conditions with District suppliers and vendors; develops and maintains professional vendor relationships; monitors and evaluates vendor performance; maintains preferred provider list;
- Trains appropriate staff in preparation of purchase requisitions or materials requests;
- Participates in annual inventory audit;
- Coordinates facility maintenance contract work with other agencies, manufacturers, vendors, and District staff; inspects projects in progress and upon completion;
- Maintains logs and records; writes a variety of reports and memos on work performed, including work of contractors and vandalism; maintains daily and monthly reports, including solar panel inspections;
- Responds to questions and complaints from the public and other agencies on issues relating to public parks;
- Responds to after-hour staff requests for emergency purchases;
- Operates copiers and a variety of office equipment;
- Performs duties in a professional manner and works well with others or in a team setting;
- Establish and maintain cooperative working relationships with co-workers, outside agencies, and the public;
- Regular attendance and adherence to prescribed work schedule to conduct job responsibilities;
- Observes safe work practices and safety methods; performs other duties as assigned.

QUALIFICATIONS GUIDELINES
Knowledge, Skills, and Abilities

Knowledge of:
- Principles and practices of government purchasing, including federal, state, and local regulations;
- Methods and practices used in ordering materials, supplies, and equipment;
- Methods of taking inventories and maintaining inventory records;
- Tools, materials, and equipment used in utility construction and maintenance work;
- Common units of weights and measures;
- Common hand and power tools and material handling methods;
- Relevant occupational health and safety regulations and guidelines; safe work methods and safety practices relevant to the work;
- Computer processing applications related to maintenance schedules, inventory control, and record keeping.

Ability to:
- Communicate clearly and concisely, both orally and in writing;
- Understand, explain, and apply policies and procedures;
- Evaluate labor, material, and equipment needs for facility maintenance projects;
- Use common hand and power tools for repair or maintenance;
- Establish and maintain effective working relationships.

Education & Experience

Any combination of education or experience that would likely provide the necessary knowledge and abilities is qualifying. A typical way to obtain these knowledge and abilities would be: high school graduation or equivalent, and four years of experience in purchasing/warehousing, preferably with a water/wastewater agency.

Licenses, Certificates, and Special Requirements

- Possession of a Class C California driver's license prior to employment and a satisfactory driving record.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Employees may be required to wear and/or use personal protective and other safety equipment. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, employees are regularly required to walk; use hands and fingers to grasp and feel; reach with hands and arms; and talk and hear. Employees occasionally are required to climb or balance; stoop, kneel, crouch, or crawl; and smell. Employees frequently are required to stand and sit. Employees must frequently lift and/or move up to 25 pounds and occasionally up to 50 pounds. Specific vision abilities required by this job include close, distance, color, and peripheral vision; depth perception; and the ability to adjust focus.

Environment: Employee regularly: works in office environment; works in areas with major amounts of dust present; exposed to hazardous materials, such as cleaning supplies and fuel. The
employee occasionally: works outdoors, exposed to sun and weather conditions; works in confined or cramped positions; exposed to unusually loud sounds; works on slippery surfaces; works with equipment causing minor strain or vibration. Some work done on ladders or surfaces 4 – 12 feet above ground. Infrequent exposure to common allergy-causing agents.

I have reviewed this Job Description with my Supervisor and agree with its contents.

______________________________________________________________________
Employee Signature                                                                                Date

______________________________________________________________________
Supervisor Signature                                                                                Date

The specific statements shown in each section of this job description are not intended to be all-inclusive. They represent typical elements and criteria necessary to successfully perform the job.