JOB DESCRIPTION

TITLE: PURCHASING TECHNICIAN I   SECTION: PROCUREMENT & CONTRACTS

DEPARTMENT: FINANCE   SALARY RANGE: 27-4

REPORTING RELATIONSHIP:   DATE: July 2, 2013

Reports to: Procurement & Contracts Manager

Supervises the following positions: Not Applicable

DEFINITION: Under the general supervision of the Procurement & Contracts Manager, this position is responsible for assisting in planning, organizing, and carrying out, the centralized purchasing of District materials, supplies, equipment and other items as directed.

ESSENTIAL FUNCTIONS:

1. Purchases supplies, materials, equipment and services in accordance with District purchasing policies, and guidelines, consistent with the requester’s specifications.

2. Contacts suppliers/vendors to obtain competitive price quotes; evaluates availability, terms and delivery schedule regarding inventory and specific requisitions and recommends action based on information received.

3. Investigates to establish the best sources of inventory supplies and aids in negotiating prices.

4. Assists District personnel concerning purchasing procedures, purchasing needs, complaints, and special problems.

5. Performs data entry input on a computer to establish purchase orders and other necessary purchasing documents.

6. Takes required steps to resolve delivery problems on inventory and non-inventory items and finds other sources as necessary.

7. Reviews stock inventory use and based upon established parameters makes recommendations for reorder points and quantities to Procurement & Contracts Manager.

8. Meets with representatives from manufacturers, wholesalers, and retailers to acquire necessary information for consideration of materials, supplies and equipment purchases needed by the District.


10. May assist in inviting formal written quotes and bids. May assist in verifying and analyzing formal bids. Refers discrepancies to Purchasing Technician II or Procurement & Contracts Manager. May make recommendations to Supervisor on purchases.

11. Under direction, assists in updating, renewing, and maintaining records for annual blanket purchase orders, including data entry.

12. Reviews existing open purchase orders for follow up on status and deliveries.
ESSENTIAL FUNCTIONS (Cont.):

13. Assists in obtaining insurance documents from vendors when required.

14. Assists in year end functions, but not limited to inventory, closure of purchase orders, following up on purchase orders.

15. Assists in cycle counting procedures in ensure each warehouse is maintaining and completing regular cycle counts on daily, weekly and monthly basis.

16. Performs related work as required.

MINIMUM QUALIFICATIONS:

License or certificates: Valid California Operators license issued by the State Department of Motor Vehicles. Department of Motor Vehicles driving record may influence employment or classification.

Education and Experience: Bachelors Degree from an accredited College or University with major course work in Business or Management preferred. A minimum of 5 years of experience working in a purchasing environment; or an equivalent combination of training and experience required.

Knowledge of:
- Principles, procedures, and practices relating to the purchasing of materials and equipment.
- Sources for materials, supplies and equipment typically used by a water district.
- Methods of ensuring and securing competitive bids.
- Methods of inventory control.
- MSDS sheets and their importance.

Abilities:
- Operate a computer to enter and retrieve data.
- Communicate effectively both verbally and in writing.
- Make accurate arithmetic computations.
- Learn and identify a variety of quality types of material and equipment used by the District.
- Establish and maintain effective working relationships.
- Work independently using sound judgment.
- Make accurate price and quality comparisons in the evaluation of bids, materials and equipment needs using established District procedures.
- Analyze purchasing procedures and recommend improvements.
- Keep accurate records.
- Assist in the preparation of material specifications.
- Prioritize tasks and follow up to meet deadlines.
- Keep up to date on current practices in material management and purchasing.
- MS Excel/Word/PowerPoint proficient
- Excellent Customer Service Skills
PHYSICAL REQUIREMENTS:

1. Driving: Light
2. Uses hands and fingers to operate office equipment.

See Human Resources for physical assessment form.

I acknowledge that this job description is an accurate representation of this position as of this date:

Department Head Approval_______________________ Date____________

General Manager Approval_______________________ Date____________