JOB DESCRIPTION

TITLE: PURCHASING TECHNICIAN II  SECTION: MATERIALS MANAGEMENT

DEPARTMENT: FINANCE

REPORTING RELATIONSHIP:  DATE: January 9, 2008

Reports to: Materials Management Supervisor
Supervises the following positions: Not Applicable

DEFINITION: Under the direction of the Materials Management Supervisor, this journey level position is to assist in the planning, organizing and purchasing of District materials, supplies, equipment and other items as directed.

ESSENTIAL FUNCTIONS:

1. Receives, reviews, edits, and validates approved requisitions. Processes requisitions in the computer system to establish purchase orders.

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

3. 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.

4. Serves as a resource to all District personnel regarding all aspects of the purchasing process including purchasing procedures, purchasing needs, complaints, and special problems.

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

6. Reviews and updates stock inventory levels and reorder points based upon established parameters. Alerts Materials Management Supervisor to variances and potential problems.

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

8. Invites informal quotes by phone, email and fax; Receives, documents, verifies, and analyzes informal bids. Makes recommendations to Materials Management Supervisor on purchases.

9. Invites formal written quotes and online bids. Verifies and analyzes formal bids. May confer with bidders on required corrections, and may make recommendations for purchases to Materials Management Supervisor, or with direction, to Department Heads.

10. Assists in the preparation of specifications. Researches information concerning definition of specifications. Regularly attends meetings with various departments to establish recommended material specifications. Proof reads specifications for equipment and supplies. May make recommendations for specifications. Enters approved specifications into the online bid system.
ESSENTIAL FUNCTIONS (Cont.):

11. Under the direction of the Materials Management Supervisor, updates, renews, and maintains records for annual blanket purchase orders, including entry into database. Also provides assistance and direction to Purchasing Technician I’s concerning processing of annual blanket purchase orders.

12. Researches and analyzes a variety of technical and specialized products and/or services, gathering data and providing recommendations for alternatives.

13. Prepares reports, memoranda, correspondence, spreadsheets and forms relative to the purchasing department and information required to assist other departments.


15. Ensures that Safety has signed off on all MSDS sheets prior to hazardous items being tested or added to inventory.

16. Represents the District in a professional manner at committee meetings, trade shows, conferences, etc.

17. In compliance with District policies, makes arrangements for disposal of copper, brass and other scrap materials. Under direction, arranges disposal of equipment and obsolete or worn materials and fittings.

18. Serves as bid recorder at formal bid openings. Completes register of bid, gathers signatures of bid committee and submits bid register along with bids to Board Secretary’s office.

19. 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. Valid certification as a Certified Professional Public Buyer (CPPB) within 24 months of appointment.

Experience: Any combination of training and experience that would meet the required knowledge and abilities. Four years of increasingly responsible buying and purchasing experience is preferred.

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.
- Regulations to bidding procedures and purchasing operations.
- Methods of inventory control.
- Proper methods for establishing specifications.
- MSDS sheets and their importance.
MINIMUM QUALIFICATIONS (Cont.):

Abilities:
- Interact with people in a courteous, tactful, and diplomatic manner.
- Effectively prioritize tasks and meet deadlines.
- Effectively use database and computer software tools to enter and retrieve data.
- Effectively use a computer and Microsoft programs including Word and Excel.
- 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.
- Work independently using sound judgment.
- Establish and maintain effective working relationships.
- 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.
- Prepare material specifications.
- Keep up to date on current practices in material management and purchasing.

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____________