

JOB DESCRIPTION

TITLE: PURCHASING TECHNICIAN I **SECTION:** PROCUREMENT & CONTRACTS

DEPARTMENT: FINANCE

SALARY RANGE: 27-1

REPORTING RELATIONSHIP:

DATE: June 11, 2021

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. Creates files and updates vendor files and related documentation
6. Performs data entry input on a computer to establish purchase orders and other necessary purchasing documents.
7. Takes required steps to resolve delivery problems on inventory and non-inventory items and finds other sources as necessary.
8. Reviews stock inventory use and, based upon established parameters, makes recommendations for reorder points and quantities to Procurement & Contracts Manager.
9. 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. Invites informal quotes (bids) by email and fax. Receives documents, verifies, and analyzes informal bids. Makes recommendations to Supervisor on purchases.
11. Assists District Staff in the preparation of formal Invitations to Bid and Requests for Proposals. Assists in receiving, verifying, reviewing and determining compliance with requirements for bids or proposals.

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ESSENTIAL FUNCTIONS (Cont.):

12. Under direction, assists in updating, renewing, and maintaining records for annual blanket purchase orders, including data entry.
13. Reviews existing open purchase orders for follow up on status and deliveries.
14. Maintains current knowledge of trends and developments regarding governmental purchasing procedures, regulatory changes and new technologies.
15. Works with Accounts Payable, contacts suppliers/vendors by email or phone regarding discrepancies in invoices, statements, or deliveries
16. Assists in maintaining and administering the Districts P-Card program.
17. Assists in obtaining insurance documents from vendors when required.
18. Assists in year-end functions, but not limited to inventory, closure of purchase orders, following up on purchase orders.
19. Assists in cycle counting procedures in order to ensure each warehouse is maintaining and completing regular cycle counts on daily, weekly and monthly basis.
20. Ability to work independently with little direction and meet required schedules and timelines
21. 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 Training: Equivalent to the completion of an Associate's degree from an accredited College or University with major course work in purchasing, business administration , management, public administration and/or a related field; Bachelor's degree is highly desired.

Work Related Experience: Minimum of five (5) years of responsible clerical or administrative experience including inventory control, store keeping and purchasing functions, which demonstrate possession of the knowledge and abilities listed below; two (2) years of directly related governmental purchasing experience is highly desirable. Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be

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qualifying; additional years of related experience may be substituted for the required education.

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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
- Local and CA State procurement regulations

Abilities:

- Operate a computer to enter and retrieve data
- Communicate effectively both verbally and in writing
- Prepare and present presentations as required
- 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 Outlook/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:

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Department Head Approval _____

General Manager Approval _____

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