

Sacramento Suburban Water District Classification Specification

Job Class: Purchasing Specialist

FLSA Status: Non Exempt

Effective Date: October 12, 2020

Definition

Performs a variety of duties related to the purchasing of District materials and supplies; prepares and reviews purchasing specifications and quotes; receives, stores, and distributes materials and tools at warehouse locations; and operates warehouse equipment.

Distinguishing Characteristics

This is the journey level classification, fully competent to independently perform a variety of technical duties in support of District purchasing and inventory activities. Incumbents are expected to be familiar with a diverse set of purchasing and inventory procedures and situations. Employees at this level receive minimal instruction, assistance, or direction as new or unusual situations arise and are fully aware of the District's operating procedures and policies.

Examples of Essential Duties

The following duties are typical for this classification. Depending upon the assignment, the employee may not perform all of the listed duties and may be required to perform additional or different duties from those below to address business needs and changing business practices. Management retains the right to add, remove, or change duties at any time.

- Purchases equipment, materials, chemicals, and supplies, which enable the District to provide necessary services, including during emergency situations.
- Prepare and process purchase orders.
- Oversees an inventory control system for materials, supplies, and parts for the District.
- Operates and maintains asset inventory and accounting systems connected to the District's financial accounting system.
- Investigates and develops new vendors and sources of supply and maintains the District's relationships with current supplier contacts.
- Develops forms and processes for quotes, analyzes information, negotiates as necessary, and recommends vendors.
- Verifies accuracy of amounts billed against the bid/quote prices.
- Assists with the preparation of the annual purchasing budget.
- Operates forklift for the purpose of receiving, storing, and issuing purchased items for inventory control.
- Processes inventory receipts, receives inventory and verifies the accuracy of shipments and reports problems and discrepancies to vendors.
- Performs periodic inventory counts to ensure quantity control and systems accuracy as well as a complete physical count for annual auditing purposes; processes and documents surplus items for disposal.

- Builds and maintains positive working relationships with coworkers, other District employees, and the public using principles of good customer service.

Minimum Qualifications

Knowledge Of:

- Basic accounting procedures.
- Tools, equipment, and materials commonly used in water utilities and general maintenance.
- Operation of mechanical and motorized equipment
- A broad range of water industry supplies.
- English usage - spelling, grammar, and punctuation.
- Proper work safety standards.
- Modern office methods, procedures, and equipment including common office computer software and database programs, including the Microsoft Suite of Programs (Word, Excel, Outlook, Access, and PowerPoint).
- Techniques and principles of effective interpersonal communication.
- Principles and practices of good customer service.
- Principles and practices of work safety.

Ability To:

- Operate motor vehicles and forklift.
- Effectively coordinate work efforts with Operations and Finance Department staff.
- Perform a variety of complex purchasing support assignments.
- Perform and maintain accurate account and fiscal record keeping.
- Make arithmetical calculations quickly and accurately.
- Operate a computer for word processing, database, and department specific software.
- Effectively represent the District's purchasing functions with vendors, tactfully resolving problems and concerns over shipments and items received.
- Understand and follow oral and written instructions.
- Communicate effectively, both orally and in writing.
- Keep accurate records.
- Be an integral team player, which involves flexibility, cooperation, and communication.
- Establish and maintain cooperative working relationships with coworkers, outside agencies, vendors, consultants/contractors, and the public.
- Pass pre-employment physical, drug, alcohol examination, and background check.

Experience and Education:

Experience:

Three (3) 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 purchasing specifications and/or inventory processes.

Education:

High school diploma or equivalent.

License and/or Certificates:

- Valid Driver's License issued by the California Department of Motor Vehicles and proof of good driving record as evidenced by the absence of multiple or serious traffic violations or accidents for at least two (2) years duration. The driving record will not contribute to an increase in the District's automobile rates. Individuals who do not meet this requirement due to a physical disability will be considered for accommodation on a case-by-case basis.

Working Conditions and Physical Demands

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

- Travels by automobile or District vehicle to conduct District business.
- Operates a forklift and motor vehicle for delivery and distribution of equipment and supplies.
- Communicates orally with District management, coworkers, and the public in one-to-one and group settings.
- Regularly uses a telephone and email for communication.
- Regularly uses office equipment such as computers, copy machines, and postage machines.
- Sits, stands, and walks for extended time periods.
- Carries, reaches, and lifts supplies and equipment weighing up to 50 pounds.
- Pushes, pulls, and maneuvers supplies and equipment of varying weights and configurations for stocking inventory or point-of-use delivery.
- Stoops, kneels, crouches, crawls, and climbs during the storage and distribution of equipment and supplies.
- Works out-of-doors as needed in all weather conditions with exposure to dust, dirt, water, and significant temperature changes between cold and heat.
- Hearing and vision within normal ranges with or without correction.
- Occasionally may be required to change working hours or work overtime.
- Must wear CalOSHA approved protective footwear with a minimum ANSI I/75 or equivalent ASTM rating.

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

APPROVED:

Dated: October 12, 2020

By: 
Dan York
General Manager

Employee Statement:

I certify I have read, understand, and acknowledge receiving a copy of this class specification.

Employee Signature

Date