



San Juan Water District  
9935 Auburn-Folsom Road  
Granite Bay, California 95746  
(916) 791-0115  
www.sjwd.org

## Purchasing Agent Position Description

**Status:** Non-Exempt  
**Supervisor:** Finance and Administrative Services Manager  
**Effective Date:** July 1, 2007

### **Supervision Received and Exercised:**

Receives general supervision from the Finance and Administrative Services Manager. Does not provide supervision to others.

### **Primary Function**

To perform duties related to the procurement of supplies and materials; to receive, store and issue a variety of materials and supplies; and to monitor and control inventory.

### **Essential Duties - Duties may include, but are not limited to, the following:**

- Develop and maintain purchasing, inventory and surplus processes and procedures.
- Prepare and process purchase orders; review purchase requisitions for accuracy, completeness and conformance with District policies.
- Develop bid and proposal documents and schedules; record and verify bid results.
- Identify and contact prospective vendors; compare and analyze quotations; recommend and make award to most qualified vendor; coordinate purchasing details with vendor.
- Receive, order, stock, and issue materials, parts, supplies and tools; ensure proper inventory levels; track orders and shipments; purchase items necessary for replenishment.
- Check shipments for condition, shortage and discrepancies; take corrective action to expedite late, incomplete or defective deliveries.
- Maintain data and inventory levels using computerized inventory tracking system.
- Conduct scheduled inventory verification and prepare reports as required; reconcile inventory with general ledger; assist District auditors in verifying inventory.
- Operate a forklift and other storeroom equipment.
- Supervise the efficient utilization of available storage space.
- Perform support duties such as answering main shop line as assigned.
- Arrange disposal of surplus property or obsolete inventory items on an as needed basis.
- Establish and maintain positive working relationships with co-workers, other District employees and the public using principles of good customer service.
- Perform related duties as assigned.

### **Minimum Qualifications**

#### *Knowledge of:*

- Principles and practices of purchasing and procurement.

- Fundamental product information relating to materials, supplies, and equipment used in construction and maintenance.
- Storekeeping and warehousing methods and practices including inventory control procedures and automated purchasing.
- Basic business arithmetic.
- Modern office procedures, methods and computer equipment.
- Purchasing, inventory control, and warehousing information systems.

*Ability to:*

- Maintain complete and accurate records.
- On a continuous basis, know and understand operations, and observe safety rules; intermittently analyze problems and discrepancies; identify and locate supplies and materials; remember inventory location.
- Intermittently, sit while studying or preparing reports; bend, squat, climb, kneel and twist when stocking and moving supplies and materials; perform simple and power grasping, pushing, pulling, and fine manipulation.
- Read and interpret parts catalogues and order parts according to procedures.
- Evaluate quality and price of products to judge suitability of goods and alternatives offered.
- Interpret and explain District purchasing policies.
- Verify totals, calculate percentages, and discounts including unit and aggregate prices.
- Prepare, analyze, reconcile and maintain inventory records and reports.
- Evaluate and modify purchase methods and procedures.
- Manage a multi-line phone.
- Efficiently use computer and applicable software.
- Initiate and maintain effective safety practices.
- Operate a forklift.
- Communicate clearly and concisely, orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

*Education and Experience:*

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Education:

Equivalent to graduation from high school.

Experience:

Two years of responsible experience with inventory control, warehouse keeping, and/or purchasing responsibility.

*License or Certificate:*

Possession of, or the ability to obtain and maintain, a California Driver's License with a satisfactory driving record. Individuals who do not meet this requirement due to a physical disability will be considered on a case-by-case basis.

**Physical Capabilities:**

The physical demands described here 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 functions.

<i>Physical Requirements</i>	<i>Rarely</i>	<i>Occasionally</i>	<i>Frequently</i>	<i>Regularly</i>
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	(0-12%)	(12-33%)	(34-66%)	(67-100%)
Seeing				√
Hearing				√
Standing/Walking			√	
Climbing/Stooping/Kneeling		√		
Lifting/Pulling/Pushing		√		
Approximate Maximum Weight to Lift		50 Pounds		
Fingering/Grasping/Feeling				√
Describe Working Conditions	90 Percent Indoors, 10 Percent Outdoors			