



# PROCUREMENT SPECIALIST

## ABOUT US

San Juan Water District, located in Granite Bay, California, is a community services district created by a vote of the citizens in 1954. The District provides wholesale water to more than 160,000 people and retail to 30,000 people living in eastern Sacramento and southern Placer Counties. The District wholesales water to Citrus Heights, Fair Oaks and San Juan (retail) Water Districts, Orange Vale Water Company and the City of Folsom with surplus treatment capacity available to Sacramento Suburban Water District. The District provides treatment and delivery of more than 50,000 acre-feet of water per year to wholesale and retail customers.

With rich history dating back to the Gold Rush era, the District has served the community for more than 150 years. The District's highest priority is to provide reliable, high-quality water to its customers – every day, year in and year out. The District is significantly involved in reshaping California's water dialogue.

San Juan Water District is led by a five-member board of directors who are elected by the community to provide guidance, strategy, and policy for district programs and policies.

## THE POSITION

The Procurement Specialist is responsible to procure services, supplies and materials, receive, store and issue materials and supplies, monitor and control inventory, and monitor contracts.

### Examples of Duties Include:

- Developing, maintaining, and implementing purchasing, inventory, and surplus processes and procedures.
- Identifying and contacting prospective vendors; comparing and analyzing quotations; recommending and announcing final award to most qualified vendor; coordinating purchasing details with vendors.
- Preparing and processing purchase orders, reviewing purchase requisitions for accuracy, completeness, and conformance with District policies.
- Under the direction of the Director of Engineering & Retail Operations, developing bid and proposal documents and schedules; recording and verifying bid results
- Assisting with the administration of contracts including implementation, monitoring and insurance certifications.
- Receiving, ordering, stocking and issuing materials, parts, supplies and tools; ensuring proper inventory levels; tracking orders and shipments; and purchasing items necessary for replenishment.
- Checking shipments for condition, shortage and discrepancies; taking corrective action to expedite late, incomplete or defective deliveries.
- Maintaining data and inventory levels using computerized inventory tracking system.
- Conducting scheduled inventory verification and preparing reports ; reconciling inventory with general ledger; coordinating inventory verification with District auditors in verifying inventory.
- Arranging disposal of surplus property or obsolete inventory items.
- Providing professional and technical support to District departments in preparing solicitations, bids, and contracts for goods and services.
- Coordinating and overseeing formal and informal bidding processes.



## THE IDEAL CANDIDATE

To be considered, candidates should be knowledgeable of principles, practices, and techniques of sourcing, pricing, purchasing, and evaluating items related to water district operations including construction and maintenance, public bidding and contract administration, California Government Code and Public Contracting Code, and have the ability to prepare a variety of analytical tasks in the evaluation of inventory counts and tracking, bids received, and other tasks related to purchasing.

The qualifications include:

- An Associate's degree in accounting, business administration or related field AND
- 3 years of increasingly responsible experience with public agency inventory control, warehouse keeping, purchasing, contracting and bidding.

## COMPENSATION AND BENEFITS

The salary range is \$47.59-\$57.11 per hour, depending on qualifications. In addition, the District offers competitive benefits which include District contribution to CalPERS retirement, medical (100% of premium for most offered plans), dental and vision for employee and dependents; District paid life insurance; 12 paid days of sick leave; 12 paid holidays; and paid vacation depending on length of service. In addition, the District provides retiree health benefits with 50% of the premium paid with 10 years of service and an additional 5% with each year of service up to 100% with 20 years of service in CalPERS participating agencies.

## APPLICATION PROCESS

To be considered for this position, please submit a District application, resume and cover letter, and three professional references to Shellie Anderson at Bryce Consulting at [applications@bryceconsulting.com](mailto:applications@bryceconsulting.com). The position is open until filled with the first screening taking place at the close of business on April 8 2026.