



**Seeks a
Purchasing Agent**



About Us

Created in 1954, San Juan Water District is both a wholesale and retail public water supplier located in Granite Bay. The District treats and delivers approximately 50,000 acre-feet of potable water annually to 309,000 wholesale and retail customers living in eastern Sacramento and southern Placer Counties. The District wholesales water to Citrus Heights and Fair Oaks Water Districts, Orange Vale Water Company, the City of Folsom, and the District's own retail service area. The District also treats and conveys surface water to the Sacramento Suburban Water District during certain water conditions. 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 also significantly involved in shaping California's water policy. The District was formed under the Community Services

District Law and is governed by a five-member Board of Directors publicly elected from throughout the territory of the District, which includes the territory served by the District's retail service area and the District's wholesale customer agencies. The Board provides guidance, strategy, and decision-making for district programs and policies.

The District operates a water treatment plant rated to treat 150 mgd of potable water, which utilizes surface water diverted from Folsom Reservoir, a federal Central Valley Project facility. The District's water supplies include pre-1914 and post-1914 appropriative water rights, and contractual entitlements from the United States Bureau of Reclamation and Placer County Water Agency. In addition to the water treatment plant, the District owns and operates a significant network of transmission and distribution pipelines, pump stations, and storage facilities in northeastern Sacramento and southwestern Placer Counties. These facilities include those serving the retail service area of the District and those facilities supplying the wholesale territory of the District. The District currently employs approximately 48 full-time staff.

The Position

The Purchasing Agent reports to the Director of Finance and is responsible for developing and maintaining purchasing, inventory and surplus processes and procedures for the District. The Purchasing Agent is responsible for:

- Identifying and contacting prospective vendors; comparing and analyzing quotations; recommending and announcing final award to most qualified vendor; coordinating purchasing details with vendor.
- Preparing and processing purchase orders; reviewing purchase requisitions for accuracy, completeness and conformance with District policies.
- Assisting with the development of bid and proposal documents and scheduling, 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; 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 prepare reports; reconciling inventory with general ledger; coordinating inventory verification with District auditors in verifying inventory.
- Arranging disposal of surplus property or obsolete inventory items on an as needed basis.

The Ideal Candidate

Successful candidates will possess:

- Knowledge of principles, practices and techniques in sourcing, pricing, purchasing and evaluating items related to water district operations including construction and maintenance.
- Knowledge of public bidding and contract administration.
- Knowledge of California Government Code and Public Contracting Code.
- Knowledge of storekeeping and warehousing methods and practices including inventory control procedures and automated purchasing.
- Ability to prepare a variety of analytical tasks in the evaluation of inventory counts and tracking, bids received, and other tasks related to purchasing.
- Ability to apply District, State and Federal policies, procedures, rules and regulations.
- Ability to research, analyze and make recommendations on purchasing processes and procedures.

Qualifications

Education:

Equivalent to an Associate's Degree from an accredited college or university with major course work in accounting, business administration of a closely related field.

Experience

Three years of increasingly responsible experience with public agency inventory control, warehouse keeping, purchasing, contracting and bidding.

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.

Current certification as Certified Professional Public Buyer (CPPB) or Certified Public Procurement Officer (CPPO) is highly desired.

Compensation and Benefits

The annual salary range is \$31.11 - \$37.34 per hour, with placement dependent on experience. The District offers competitive benefits which include District contribution to CalPERS retirement, medical, dental and vision for employee and dependents; District paid life insurance; 12 paid days of sick leave; 11 paid holidays; and paid vacation depending on length of service.

Application and Selection Process

To be considered, submit a District application, cover letter, resume, and five professional references to Shellie Anderson at Bryce Consulting by Monday November 22, 2021.

Shellie Anderson Bryce Consulting, Inc.
1024 Iron Point Road, Suite 100
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