



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

## Position Description Purchasing Agent

**Status:** Non-Exempt and Non-Safety Sensitive  
**Supervisor:** Director of Finance  
**Effective Date:** March 6, 2018

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

Receives general supervision from the Director of Finance. Does not provide supervision to others.

### **Primary Function**

To perform duties related to procuring services, supplies and materials; receipt, store and issue a variety of materials and supplies; monitor and control inventory; and contracts.

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

- Develop, maintain and implement purchasing, inventory and surplus processes and procedures.
- Identify and contact prospective vendors; compare and analyze quotations; recommend and announce final award to most qualified vendor; coordinate purchasing details with vendor.
- Prepare and process purchase orders; review purchase requisitions for accuracy, completeness and conformance with District policies.
- Under direction of Director of Finance or other applicable Department Head, develop bid and proposal documents and schedules; record and verify bid results.
- Assist with administration of contracts including implementation, monitoring and insurance certifications.
- 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; reconcile inventory with general ledger; coordinate inventory verification with District auditors in verifying inventory.
- Arrange disposal of surplus property or obsolete inventory items on an as needed basis.
- Comply with all District policies, procedures, rules and regulations including all safety standards and assists District departments with specific safety training needs as necessary.
- Receive and distribute invoices for authorization and payment.
- Process receipts in the Accounting System.
- Serve as the primary check printer for the Finance Department.
- Provide support to other Finance & Administrative positions when required.

- Establish and maintain positive working relationships with co-workers, other District employees and the public using principles of good customer service.
- Perform other duties as assigned.

### **Minimum Qualifications**

#### *Knowledge of:*

- Principles, practices and techniques in 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.
- Storekeeping and warehousing methods and practices including inventory control procedures and automated purchasing.
- Accounting and record keeping procedures; modern office procedures, methods and computer equipment.
- Purchasing, contracting, inventory control, and warehousing information systems.
- English usage, grammar, spelling and punctuation.
- General accounting theory.
- Compile and maintain records and files.

#### *Ability to:*

- Prepare a variety of analytical tasks in the evaluation of inventory counts and tracking, bids received and other tasks related to purchasing.
- Apply District, State and Federal policies, procedures, rules and regulations.
- Research, analyze and make recommendations on purchasing processes and procedures.
- Effectively operate computers and applicable software.
- Communicate clearly and concisely, orally and in writing.
- Receive and Follow direction.
- Initiate and maintain effective safety practices.
- On a continuous basis, sit at desk for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, and write or use a keyboard to communicate through written means.
- 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 an Associate's Degree from an accredited college or university with major course work in accounting, business administration or closely related field. Additional courses specifically related to purchasing, contracting and bidding highly desired.

#### Experience:

Three to five 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.

**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 (0-12%)</i>	<i>Occasionally (12-33%)</i>	<i>Frequently (34-66%)</i>	<i>Regularly (67-100%)</i>
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			