

**RANCHO CALIFORNIA WATER DISTRICT
POSITION DESCRIPTION**

DATE: July 1, 2019

POSITION TITLE: **PURCHASING AGENT I / II**

GRADE LEVEL: E10 / E13

SUPERVISOR TITLE: Procurement and Contracts Administrator

FLSA Status: [] Exempt [X] Non-Exempt

BARGAINING UNIT: [X] RCWDEA [] RCWD MPCEA

DEFINITION

Under immediate supervision, progressing to general supervision, to perform a variety of purchasing and warehouse duties, including material and equipment procurement, inventory control, shipping, receiving and staging

CLASS CHARACTERISTICS

Purchasing Agent I

This is an entry level position in the Purchasing Agent class series. Employees assigned to this level perform limited or routine duties under general direction. Because employees in classifications at this level may be in a training capacity, such positions typically do not require significant previous work experience in the applicable field. This job classification is represented by the Rancho California Water District Employees Association (RCWDEA) bargaining unit

Purchasing Agent II

This is the journey level position in the Purchasing Agent class series. Employees assigned to this level perform a full range of purchasing duties under direction. Because employees in classifications at this level are expected to be fully trained and competent, such position typically requires significant previous work experience in the appropriate field. This job classification is represented by the Rancho California Water District Employees Association (RCWDEA) bargaining unit

EXAMPLE OF DUTIES (may include, but are not limited to, the following):

- ✎ Adhere to requirements of purchasing policy in District administration code and District purchasing practices and procedures manual
- ✎ Administer annual maintenance/service contracts
- ✎ Review and assist in preparation of specifications for procurement through competitive bids for a variety of District materials
- ✎ Review and assist in preparation of specification for a variety of outside vendor services and equipment procurement
- ✎ Prepare material/service specifications by evaluating District need and product potential
- ✎ Assist employees with vendor selection, purchases and locating materials
- ✎ Maintain warehouse processes in evaluating stock levels; reviewing inventory control levels, recommending changes to inventory items
- ✎ Review non-inventory purchases for repetition and potential stocking
- ✎ Ensure price/cost analysis by consistently and accurately maintaining purchasing/pricing records, accurate capital expenditure log, and product/vendor pricing history and provide cost breakdown for service contracts
- ✎ Maintain a current comprehensive materials, product, manufacturers, and service catalog library
- ✎ Maintain the District's purchasing credit cards including, utilization, tracking, invoice reconciliation, and adherence to District and purchasing policies
- ✎ Assist with legal and administrative issues concerning material failures
- ✎ Assist with budget analysis and review for capital acquisitions and department operating standings for District support
- ✎ Perform regular warehouse duties, such as shipping, receiving, inventory maintenance, cycle counts, and maintain vendor contact information
- ✎ Perform related duties as assigned by purchasing/warehouse supervisor

QUALIFICATIONS

Purchasing Agent I

Knowledge of:

- ✎ Basic purchasing principles
- ✎ Warehouse procedures
- ✎ District equipment and materials
- ✎ Proper work safety standards

Ability to:

- ✎ Operate PC to include current Finance Information System (FIS) software, and Excel spreadsheets
- ✎ Operate 10-key by touch
- ✎ Comply with the District's Safety, Health, and Environmental policies
- ✎ Drive electric and gas forklift

SELECTION GUIDELINES

The appropriate knowledge, skills and abilities can be achieved through a variety of combinations of experience and training. A typical example is:

Experience: Six (6) months to one (1) year of experience in the Purchasing field, preferably with a water agency

Training: Equivalent to the completion of the 12th grade supplemented by training in warehouse, inventory or purchasing principles

Licenses and Certificates:

- ✎ Valid California driver's license, required
- ✎ Certificate in forklift operation, required or obtain within 30 days

*In addition to the qualifications for **Purchasing Agent I:***

Purchasing Agent II

Knowledge of:

- ✎ Uniform Commercial Code (UCC)
- ✎ Inventory methods and procedures
- ✎ District purchasing policies, practices, and procedures
- ✎ Contract writing, administration, and management

Ability to:

- ✎ Analyze and prioritize
- ✎ Perform a variety of complex purchasing assignments
- ✎ Effectively represent the District's purchasing functions with vendors, tactfully resolving problems and concerns over shipments and items received
- ✎ Establish and maintain cooperative working relationships



SELECTION GUIDELINES

The appropriate knowledge, skills and abilities can be achieved through a variety of combinations of experience and training. A typical example is:

Experience: Two (2) or more years of increasingly responsible experience in the field of purchasing or two years as a Purchasing Agent I











Training: Equivalent to an associate of arts degree with major course work in Purchasing or Accounting

Licenses and Certificates:

-  California Class C driver's license, required
-  Certificate in forklift operation, required

PHYSICAL REQUIREMENTS/WORKING CONDITIONS (I/II Levels)

The essential functions of this position will require the employee to perform the following physical activities:

-  Frequently use office equipment such as a computer, copier and FAX machine
-  Must be able to carry, push, pull, reach and lift equipment and parts up to 50 lbs and heavier weights with the use of proper assistance
-  Extended standing, walking, sitting, reaching, stooping, and bending
-  Communicates verbally with District management, co-workers, and the public in face-to-face, one-on-one, and group meetings
-  Regularly uses a telephone or radio for communication
-  Ability to speak and hear both in person, by telephone, and radio
-  Vision within normal ranges with or without correction.
-  Regular attendance
-  Work in a temperature controlled office environment with moderate noise.
-  Occasional travel by automobile conducting District business

_____	_____
Employee Signature	Date
_____	_____
Supervisor/Manager Signature	Date