

**RANCHO CALIFORNIA WATER DISTRICT
POSITION DESCRIPTION**

DATE: July 1, 2019

POSITION TITLE: **SENIOR PURCHASING AGENT**

GRADE LEVEL: E15

SUPERVISOR TITLE: Procurement and Contracts Administrator

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

BARGAINING UNIT: [X] RCWDEA [] RCWD MPCEA






DEFINITION

Under general direction to lead and perform a variety of purchasing and warehouse duties, including material and equipment procurement, inventory control, shipping, receiving and staging; to train and provide staff assistance to higher level management personnel

CLASS CHARACTERISTICS

This is the advanced journey level in the Purchasing Agent class series. Positions assigned to this level may provide lead supervision to journey level staff and independently perform highly technical and specialized duties at a level beyond that found at a journey level. Employees assigned to this level provide input and guidance to the procurement staff and perform a full range of purchasing/warehouse duties. Lead duties may include providing technical assistance and training. 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
-  Complete complex purchasing and warehouse projects and tasks
-  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

- ✎ Participate and assist in contract administration
- ✎ Resolve accounting and receiving discrepancies; process claims with vendors for damaged materials; obtain materials and credit where appropriate
- ✎ 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 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

QUALIFICATIONS

Knowledge of:

- ✎ Basic purchasing principles
- ✎ Warehouse procedures
- ✎ District equipment and materials
- ✎ Proper work safety standards
- ✎ 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
- ✎ 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: Two (2) or more years of increasingly responsible experience in the field of purchasing or two years as a Purchasing Agent II

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

Licenses and Certificates:

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

PHYSICAL REQUIREMENTS/WORKING CONDITIONS

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 materials and objects up to 25 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