



Tuolumne Utilities District
Job Description
PURCHASING AGENT

POSITION:	Purchasing Agent	DEPARTMENT:	Finance
REPORTS TO:	Finance Director		
PAY RANGE:	44	DATE PREPARED:	July 2009
INCUMBENT:			

General Description:

Under general supervision of the Finance Director, coordinates and administers the District's purchasing program and carries out purchasing procedures and policies as adopted by the Board of Directors in the Purchasing Procedures Manual. Is responsible for purchasing materials, supplies and equipment for water and wastewater operations, including construction and maintenance, engineering projects, office and safety supplies and capital equipment.

Essential Functions: - *Essential responsibilities and duties may include, but are not limited to, the following:*

- ♦ Reviews purchase requisitions for compliance with budget authorization and other proper approvals.
- ♦ Performs pre-purchase work such as implementing competitive bidding, checking pricing, availability and services offered by vendors.
- ♦ Enters purchase requisitions and payments into computer system.
- ♦ Confers with sales representatives on products and latest price quotes.
- ♦ Maintains vendor and supply records and files.
- ♦ Maintains inventory levels and inventory accounting records.
- ♦ Explores new sources of supply whenever cost effective.
- ♦ Assists with preparation of new vehicle specifications.
- ♦ Prepares formal bid requests.
- ♦ Prepares bid requests for annual service agreements.
- ♦ Supervises the work of a warehouse worker in performing warehouse functions.
- ♦ In a back-up capacity to the warehouse worker, delivers materials and supplies to work sites and treatment facilities.
- ♦ Operating computer programs at an advanced level.

Qualification Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge of:

- ♦ Knowledge of laws and regulations related to local government purchasing.
- ♦ Thorough working knowledge of purchasing policies, processes and procedures.
- ♦ Principles and practices of purchasing for a public agency.

- ♦ Warehouse and inventory control policies and procedures.
- ♦ Negotiate best vendor terms, pricing and delivery based on specific budget and schedule requirements.
- ♦ Practices and methods of purchasing by specification and competitive bid.
- ♦ Knowledge of the economic order quantity (EOQ) model, the formula to determine the level of inventory that minimizes the total of inventory holding cost and ordering cost.
- ♦ Trade names and brands for industrial plumbing components.
- ♦ Supplies, materials and equipment required for use in daily District operation, including construction products, piping and fitting knowledge.
- ♦ Safe work methods and safety precautions related to the work environment.
- ♦ Operation and application of Springbrook Accounting Program, Microsoft Word and Excel programs.
- ♦ Correct application and usage of the English language, including spelling, grammar and punctuation.

Ability to:

- ♦ Develop, interpret and enforce materials, supplies and construction contracts.
- ♦ Interpret laws, rules and regulations pertaining to purchasing.
- ♦ Analyze purchasing procedures and recommend updates.
- ♦ Investigate and develop new sources of supply.
- ♦ Establish and maintain adequate inventory. Operate two axle trucks, forklifts, pallet jacks, hand trucks, and various hand tools.
- ♦ Supervise, organize, and review work of lower level staff.
- ♦ Understand and carry out oral and written directions.
- ♦ Develop and maintain required records and files.
- ♦ Communicate clearly and concisely, orally and in writing.
- ♦ Establish and maintain cooperative and effective working relationships with those contacted in the course of the work.
- ♦ Read and write at the level required for successful job performance.
- ♦ Exercise appropriate safety measures.
- ♦ Maintain a clean and orderly work environment.

Physical Demands:

The physical demands described herein 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 the essential functions.

While performing the duties of this job, the employee is regularly required to speak and hear to effectively interface with other staff members, outside vendors and representatives. Maintain the capacity to sit at a computer for a period of time. Walk, stand, kneel, climb, lift, pull, stoop, bend, squat, twist. Lift and move up to 50 pounds. Use hands and fingers to write and to handle, grip, feel and operate tools, pumps, equipment and machinery.

Specific vision abilities required by this job include close vision, distance vision, peripheral

vision, and the ability to adjust focus.

Work Environment:

The work environment characteristics described below are representative of those an employee encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Outside: Occasionally will be required to drive a vehicle in a variety of weather conditions ranging from snow to +100°F.

Inside: Indoor work in a temperature-controlled environment.

Fumes/Gasses: Exposure to gas fumes, various cleaning solutions, disinfectants, chemicals, oils, bacteria and other hazardous material.

Noise: The noise level in the work environment ranges from quiet to moderately loud.

Other Requirements:

Education

- ♦ High school diploma or general education degree (GED).
- ♦ Bachelor's Degree preferred, with major course work in business administration, public administration, accounting or related field.

Experience:

- ♦ Minimum of four years experience in purchasing materials, supplies and equipment, capital equipment with a mid-sized company with an annual budget of 12 million. Prefer purchasing experience in construction projects, commercial plumbing, office supplies, and capital equipment.
- ♦ High skill level in computers, data entry, windows-based programs.
- ♦ Two years experience of administrative and/or lead supervisory experience.

Licensing Requirements:

- ♦ Must possess a valid California driver's license, have a satisfactory driving record, and be insurable by the District to operate District vehicles.
- ♦ Must obtain Hazardous Materials endorsement within six months.
- ♦ Must be certified to operate a forklift within three months of appointment.

Work Hours:

7:00 a.m. to 4:00 p.m., Monday through Friday. Subject to change as required to meet the needs of the District.