
PURCHASING ANALYST

Department: Purchasing

FLSA Status: Non-Exempt

Range: 46

Effective Date: December 15, 2015

General Purpose

Under general supervision, performs a full range of specialized analytical support and purchasing duties in support of the District's purchasing function with only occasional instruction or assistance; exercising judgment and initiative, relieves assigned staff of clearly defined and delegated administrative or technical detail including in the areas of inputting and tracking purchase orders, preparing activity reports, maintaining data and documents, preparing bid packages, coordinating with vendor representatives, and assisting with warehouse/inventory control activities; provides a variety of information to other agencies, District staff, and the general public.

Essential Duties and Responsibilities

The following duties are typical for this classification. Incumbents may not perform all duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

- Assists in the day-to-day operations of the District's purchasing and inventory functions; tracks progression of documentation through appropriate authorization channels.
- Perform cost-benefit analyses to determine appropriate material buy based on various considerations such as material price, lead time, inventory levels, etc.
- Issues purchase orders to staff; places orders as directed and coordinates with vendors as necessary; prepares and distributes reports to other departments to verify the status of purchase orders; updates information as required.
- Assists in the preparation of specifications for bids; contacts vendors requesting bids; receives and processes bids for submittal to the Purchasing Manager and Board for approval.
- Communicate specification and compliance standards with suppliers.
- Resolve quality/delivery discrepancies and maintain clear, timely communication to internal stakeholders.
- Resolve invoice discrepancies as required.

- Evaluate and work closely with Planning/Engineering and Operations to maintain material availability.
- Monitors vendor status and qualifications; keeps vendor information current including insurance certificates and proof of licensing; maintains and monitors contract agreements with vendors; maintains contract document files.
- Assists accounts payable; matches purchase orders and invoices prior to payment.
- Assists and provides back-up coverage for assigned staff including the Inventory Stock Clerk; issues parts to District employees; performs shipping and receiving duties.
- Provides a full range of administrative and technical support to the Purchasing Agent/Manager; assists with a variety of projects and tasks; assists the Purchasing Agent/Manager with the preparation of departmental budgets including to maintain a variety of statistical documents; performs assigned routine duties of the Purchasing Agent/Manager in his/her absence.
- Composes, edits, and processes routine correspondence; prepares documents for Board meetings; prepares informational reports from computer records and various sources.
- Performs records management for departmental records including setting up and maintaining files.
- Assists with the update and maintenance of purchasing policies and procedures; provides training to District staff on purchasing policies and procedures.
- Reads, understands, and ensures compliance with the District's Personnel and Safety Manuals; attends safety meetings as required; reports all accidents, violations, or infractions to supervisor.
- Performs related duties as required, including but not limited to assisting other units as needed.
- Provides budgetary documentation related to Purchasing Department to department head (revised 7/1/16).
- May be designated as petty cash fund custodian and responsible for record keeping and replenishment.

Key Responsibilities

- Source material, contract/sub-contract procurement, office supplies, and services
- Negotiate with suppliers regarding price, lead time, order quantities, shipping terms, and delivery expectations in accordance with strategic objectives
- Generate purchase orders, based upon replenishment parameters derived from stock and/or requisitions

- Perform cost-benefit analyses to determine appropriate material buy based on various considerations such as material price, lead time, inventory levels, etc.
- Ensure orders are shipped on time and meet all purchase order requirements
- Maintain accuracy of purchase orders within accounting system to clearly communicate availability dates and quantities to internal customers
- Communicate specification and compliance standards with suppliers
- Resolve quality/delivery discrepancies and maintain clear, timely communication to internal stakeholders
- Resolve invoice discrepancies as required
- Evaluate and work closely with Planning/Engineering and Operations to maintain material availability
- Maintain/communicate vendor/contractor annual performance metrics

Requirements

- Skilled in both tactical and strategic procurement – demonstrated ability to look at both the near term needs of buying material and the longer-term strategic objectives of the District to drive purchasing decisions
- 3-5 years of experience in a fast-paced team environment
- Skilled in Accounting and Purchasing policies and procedures
- Proficiency with Excel and Microsoft Office
- Demonstrated critical thinking – ability to translate broader District objectives into purchasing decisions
- Team player mentality with multitasking and intrapersonal skills and a general sense of urgency

Qualifications

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Basic principles and practices of public procurement techniques, including purchasing, inventory, quality control, value analysis, qualitative and quantitative techniques, and life cycle costs.
- Standard purchasing practices and methods, including a formal bidding process.
- Basic purchasing and warehousing practices and procedures.
- Technical databases and computerized tracking systems.
- Modern office procedures, methods, and equipment including computers.
- Computer applications such as word processing, spreadsheets, and statistical databases as well as specialized software designed to facilitate tracking of purchase orders and inventory.

- Principles and practices of research and report preparation.
- Principles and procedures of record keeping.
- Principles and practices used to establish and maintain files and information retrieval systems.
- Principles of business letter writing and basic report preparation.
- Customer service techniques, practices, and principles.
- English usage, spelling, grammar, and punctuation.
- Basic mathematical principles.

Ability to:

- Ability to analyze a variety of purchasing problems and make sound recommendations as to their solution. Ability to exercise good judgment in applying and interpreting policies and procedures.
- Ability to work independently towards general results, devising new methods, modifying or adopting procedures to meet new conditions and making decisions based on precedent and established policy.
- Ability to express factual information and ideas effectively, orally and in writing. Ability to establish and maintain effective working relationships with departmental officials, vendors, other employees, purchasing associations, and the general public.
- Perform a full range of specialized clerical and routine technical, administrative, and programmatic work of a general or specialized nature involving the use of independent judgment and personal initiative.
- Understand the organization and operation of the District and of outside agencies as necessary to assume assigned responsibilities.
- Understand, interpret, and apply general and specific administrative and departmental policies and procedures.
- Research, compile, and interpret a variety of information and make appropriate recommendations.
- Participate in the preparation of a variety of administrative and financial reports.
- Independently prepare correspondence and memoranda.
- Implement and maintain filing systems.
- Type and enter data at a speed necessary for successful job performance.
- Exercise good judgment in maintaining information, records, and reports.
- Operate and use modern office equipment including computers and supporting word processing and spreadsheet applications.
- Operate a variety of warehouse equipment including pallet jack, forklift, overhead crane, and other material handling devices in a safe and effective manner.

- Work independently in the absence of supervision.
- Work under steady pressure with frequent interruptions and a high degree of public contact by phone or in person.
- Plan and organize work to meet changing priorities and deadlines.
- Work cooperatively with other departments, District officials, and outside agencies.
- Respond tactfully, clearly, concisely, and appropriately to inquiries related to area of responsibility.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

Minimum Qualifications

Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:

Education:

Any combination of education and experience equivalent to graduation from an accredited four year college or university, with major course work in Business, Economics, Public Administration or procurement and three years of purchasing experience for a government agency.

Specialized purchasing training is highly desirable

Experience:

Four years administrative and increasingly responsible accounting and procurement experience including some experience in purchasing, inventory control, or stocking duties. Experience in a water utility and experience in operating forklifts, cranes and other stockroom equipment is desirable.

License/Certification:

Must possess an appropriate valid, Class "C" Driver's License issued by the California State Department of Motor Vehicles, and a good driving record.

Possession of a Certified Purchasing Professional certification is highly desirable.

Physical Tasks and Environmental Conditions

The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions on a case-by-case basis.

Environment

Office and warehouse environment; some exposure to variable temperatures in the warehouse.

Physical

Incumbents require sufficient mobility to work in an office and occasionally in a warehouse setting; stand, sit, and walk for prolonged periods of time; push, pull, lift and/or carry moderate amounts of weight; bend, stoop, kneel, and crawl; climb stairs and ladders occasionally; operate office equipment including use of a computer keyboard; operate assigned vehicle and equipment; ability to verbally communicate to exchange information.

Vision

See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

Hearing

Hear in the normal audio range with or without correction

Article 3.306

Advancement in salary is not automatic. It should be considered a reward for meritorious service. The General Manager may authorize the advancement of an employee who has performed twelve (12) months continuous satisfactory service.

An employee who furthers his/her knowledge in the field or employment may become eligible for consideration of a salary review by the General Manager. The General Manager may authorize reimbursement to the employee for cost of tuition, registration fees, required text books, certification costs and other related charges upon proof of receiving a passing grade, and /or certificate, whichever may be appropriate or both.

THIS POSITION MAY BE ELIMINATED, OR THE DUTIES, QUALIFICATIONS AND TRAINING REQUIRED CHANGED BY THE BOARD OF DIRECTORS AND/OR THE GENERAL MANAGER, WHEN IN THEIR JUDGEMENT, IT IS CONSIDERED NECESSARY AND PROPER FOR THE EFFICIENT OPERATION OF THE DISTRICT.