



Fair Oaks Water District Job Description

Purchasing Administrator

DEPARTMENT: Administration
FLSA STATUS: Non-Exempt
DIRECTLY REPORTS TO: Finance Manager
DIRECTLY SUPERVISES: N/A
JOB DESCRIPTION DATE: January 1, 2015
ANNUAL SALARY RANGE: \$46,080 - \$57,600
JOB CLASSIFICATION: Regular Full-Time

GENERAL STATEMENT OF JOB:

Under general supervision of the Finance Manager, performs duties related to the procurement of supplies and materials; to receive, store and issue a variety of materials and supplies; and to monitor and control inventory for the District. The Purchasing Administrator develops requests for proposals, facilitates the bidding process, and coordinates with other government entities to maximize savings on purchases. Back-up position for customer service representative positions; assists with customer work requests, work orders and scheduling appointments. The PA assists in maintaining a list of fixed assets in accordance with District policies and procedures and performs any other related duties that may be required.

ESSENTIAL FUNCTIONS:

The statements contained herein reflect general details as necessary to describe the principle functions of this job, the level of knowledge, the skills typically required and the scope of responsibility. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

1. Administers District contracts with vendors, contractors and consultants.
2. Investigates and develops professional relationships for the supply of service and materials for the benefit of the District.
3. Purchases materials and supplies, including but not limited to waterworks materials, uniforms, office supplies, safety gear, fuel products, tools and equipment needed by the District.
4. Maintains supply source information for District use.
5. Expedites procurement of materials and supplies; plans for the future needs of materials and supplies.
6. Creates projects and provides project reporting.
7. Reconciles projects and provides monthly project status report.
8. Assists with the general ledger accounts reconciliation as needed.
9. Oversees custodial services; ensures that both maintenance and administration buildings are properly maintained.
10. Completes annual reconciliation of the District's inventory.

11. Prepares and completes formal purchasing bids and formal bidding of facilities services and maintains the contracts. Prepares bids for purchases of services and materials.
12. Maintains an approved contractor and consultant database.
13. Assists in maintaining a list of fixed assets in accordance with District Policies and Procedures.
14. Secondary back-up for customer service representative positions.
15. Prepares and makes recommendations for the budget of departmental expenditure requirements, including equipment and projects.
16. May work overtime as required with additional compensation.
17. Adheres to all policies, procedures & standards of FOWD and pertinent federal, state, local laws relating to position functions.

MINIMUM TRAINING AND EXPERIENCE:

- Intermediate to advanced knowledge of current Microsoft Office applications.
- Intermediate knowledge of Microsoft Great Plains computer program.
- Advanced course work in purchasing and inventory practices.
- Minimum 5 years progressive experience in materials management and/or purchasing.
- Ability to add, subtract, multiply, divide; calculate decimals, ratios, percentages, and fractions rapidly and accurately.
- Knowledge of tools, equipment and materials commonly used in water utilities and general maintenance.
- Knowledge of operation of mechanical and motorized equipment.
- Knowledge of basic accounting procedures.
- Graduation from high school or equivalent; Associates Degree or higher desired.
- Any combination of training and experience may qualify if it would provide the skills, knowledge, and abilities to accomplish the job requirements.

SPECIAL CERTIFICATES:

- Possess and maintain a valid California Driver's License.

PHYSICAL REQUIREMENTS:

- Extended periods of walking, standing and sitting.
- Travel regularly by vehicle for District related duties and activities.
- Exert considerable physical effort involving stooping/kneeling, pushing/pulling, climbing/balancing and lifting/carrying.
- Differentiate between and perceive color, sound, smell, taste, and form.
- Operate a variety of automated office machines.
- 20/20 sight preferred or equivalent using corrective lenses as necessary.

ENVIRONMENTAL ADAPTABILITY:

- Work primarily in an office environment, some outdoor work may be required.

Fair Oaks Water District is an equal opportunity employer and makes employment decisions on the basis of merit. We want to have the best available person in every job. District policy prohibits unlawful discrimination based on race, color, creed, sex, religion, marital status, age, nation origin or ancestry, physical or mental disability, and medical condition including genetic characteristics, sexual orientation, or any other consideration made unlawful by federal, state or local laws. All such discrimination is unlawful. In compliance with the American Disabilities Act, Fair Oaks Water District will provide reasonable accommodations to qualified individuals with disabilities, and encourages both prospective employees and incumbents to discuss potential accommodations.

I have received, read and understand the above job description.

Name (Please Print): _____

Signature: _____

Date: _____

Supervisor Name (Please Print): _____

Signature: _____

Date: _____

General Manager: Tom R. Gray _____

Signature: _____

Date: _____