

ENCINA WASTEWATER AUTHORITY

DATE: June 2022
POSITION TITLE: Procurement Specialist
DEPARTMENT: Administrative Services
REPORTS TO: Director of Administrative Services
FLSA STATUS: Exempt

POSITION SUMMARY:

Under the general direction of the Director of Administrative Services, this position performs complex technical duties related to the procurement of services, supplies, and equipment in accordance with established policies and regulations for the Purchasing section for the Authority. Duties include planning, organizing, and directing activities concerning contracts for the purchase of equipment, materials, products, or services used by the Authority. The Procurement Specialist will review purchasing decisions, vendor contracts, and coordinate the preparation of goods and/or services and solicit bids.

SUPERVISORY DIMENSIONS:

General supervision is provided by the Director of Administrative Services. Responsibilities include providing technical and training support to Authority staff to assist with their purchasing decisions.

ESSENTIAL JOB DUTIES:

The duties listed below are intended only as illustrations of the various types of work that may be performed:

- Practice and promote the Authority's Mission, Vision, and Values.
- Serves as a resource to Authority staff providing training, guidelines, and requirements for purchasing decisions.
- Research, evaluate, and purchase services, supplies and equipment based on environmentally preferred purchasing, price, service, quality, and warranty to meet the needs of the Authority.
- Writes specifications, prepare bid forms, and handles bidding process, analyze bid results, and make recommendations and awards; authorize, sign and process purchase orders and (non-capital improvement project) contracts at the direction of the department managers and/or technical staff.
- Responsible for completeness, accuracy, adherence to policies and conformance to the budget and related purchasing policies.

- Building strong relationships with vendors; keep informed of new products, market conditions, current prices, and evaluate vendor performance.
- Obtaining goods and services at competitive negotiated pricing.
- Responsible for improving procurement process with open communication.
- Responsible for supplier communication to resolve transactional issues.
- Responsible for resolving invoice price and terms discrepancies to enable order and invoice processing.
- Develops and maintains vendor and product information lists and resolves any complaints or disputes involving vendors.
- Purchasing administrator for multi-department requirements.
- Performs life cycle, value, and price and cost analysis for the purpose of reviewing the appropriateness of purchases. Promotes cost effective purchases through volume discounts, economies of scale, standardized specifications, and cooperative purchasing.
- Interprets and conforms with legal and procedural requirements related to the purchasing function.
- Writes reports analyzing purchasing situations and recommending appropriate actions.
- Enters and retrieves information in the ERP financial system (MUNIS) for the purpose of maintaining updated records; tracking status of purchases and inventories; performing financial, trend, and inventory analysis; and responses to inquiries.
- Manages EWA's service agreements and guides each department with the appropriate type of contract for various uses.
- Works closely with Contract Administrator on any issues and assistance with resolving standard contract language issues.
- Works closely with the Inventory Control Technician on the disposal or transfer of surplus or unused materials, equipment, and vehicles.
- Participates in the annual budgeting process by obtaining quotes for supplies, equipment, and services.
- Participates in closing of fiscal year by contacting various vendors to ensure invoices have been received in compliance with the fiscal year closing process dates.
- Establishes and maintains effective working relationships with co-workers, customers, vendors, and the public.
- Perform backup duties to the Inventory Control Specialist.
- Coordinates with the Contract Administrator in maintaining contract and funding files and related specialized records, maintaining, and updating contract inventory, as needed.

- Performs administrative tasks for the organization as needed.
- Other duties as assigned.

Specific Types of Knowledge, Skills and Physical Abilities Required for the duties:

- Ability to operate a personal computer and standard desktop applications.
- Knowledge of modern office procedures and practices, equipment, and clerical techniques.
- Computer programs and software such as Microsoft Office.
- Purchasing contract law, practices, and procedures, including cost and price analysis principles and techniques.
- General material inventory principles and classifications.
- General knowledge of Risk Management principles and theories.
- Supplier practices regarding pricing, shipping, and invoicing.
- Federal, state, and municipal purchasing laws and procedures.
- Ability to investigate, research, and compile information, and present it in an organized oral or written format.
- Ability to review, analyze and give appropriate assistance to departments regarding purchase requests.
- Ability to work independently.
- Train and assist Authority staff.
- Assist in the developing and standardizing purchasing procedures.
- Ability to establish and maintain cooperative working relationships with all levels of the organization to foster a team approach.
- Current spreadsheet, database, and word processing software.
- Proper English usage, including spelling, grammar, and punctuation.

EDUCATION REQUIREMENTS:

A Bachelor's Degree in a technical related field from an accredited college or university is preferred. AA Degree with directly relevant experience may be considered with five (5) years of progressively responsible purchasing related experience; or, an equivalent combination of education and experience to successfully perform the essential duties of the job such as those listed above.

LICENSE REQUIREMENTS:

Possession of a valid California Class C Driver's license and ability to be insured under the Authority's automobile insurance coverage.

Note: failure to maintain a valid California Driver's License constitutes possible cause for termination.

Purchasing Management certification may substitute for experience.

ESSENTIAL FUNCTIONS:

Physical Demands

While performing the duties of this position, the employee is regularly required to walk; talk or hear by telephone and in person; sit; smell; use hands to finger, handle, feel or operate objects, tools, or controls; reach and lift with hands or arms.

Specific vision abilities required by this job include close vision, distance vision, the ability to distinguish colors and shades, depth perception, and the ability to adjust focus.

Ability to drive a forklift maybe required specific deliveries.

Ability to lift, carry, push or pull up to fifty (50) pounds.

Mental Demands

While performing the duties of this position, employees are regularly required to use oral and written communication skills, read documents or instructions; analyze and solve problems; observe and interpret data or information; use mathematical reasoning; learn and apply new information or skills; perform detailed work; work under changing, intensive deadlines with constant interruptions; and perform multiple concurrent tasks.

WORK ENVIRONMENT:

While performing the duties of the job, the employee is frequently exposed to toxic or hazardous chemicals. The noise level in the work environment is quiet to loud. Hearing protection is required in some work areas.

QUALIFICATIONS:

Ability to pass Authority's pre-employment physical examination; possession of a good driving record and ability to be insured by the Authority's insurance carrier; and the ability to read, write, speak and comprehend English.

RIGHT TO WORK REQUIREMENT:

Must be a United States citizen or possess qualified alien status. Documentation of eligibility to work in U.S. will be required as a condition of employment.

The Encina Wastewater Authority does not discriminate against any applicant for employment on the basis of age, race, color, sex, ancestry, national origin, pregnancy, marital status, sexual orientation, sexual identity, religion, military status, medical condition, mental disability, or physical disability.

The list of essential job duties contained in this job description in not exhaustive and may be supplemented as necessary. This position performs other related duties as assigned, some of which may become essential to the position.

Any offer of employment for this position is contingent upon receipt of acceptable results from a background investigation and drug screen.