



Purchasing Analyst

Department/Division:	Purchasing
Reports To:	Support Services Supervisor
Provides Direction To:	N/A
FLSA Exemption Status:	Non-Exempt
Effective Date:	12/19/2024

GENERAL PURPOSE

Under general supervision, performs a full range of specialized analytical support and purchasing and contracting duties in support of the District's purchasing functions 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, contract administration, 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.

DISTINGUISHING CHARACTERISTICS

This is the lead classification in the Purchasing classification series, which is responsible for performing a full range of specialized analytical support and purchasing and contract duties. The Purchasing Analyst is distinguished from the Support Services Specialists I/II by the level of independence and complexity of work.

ESSENTIAL FUNCTIONS

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the class.

- Assists in the day-to-day operations of the District's purchasing and contracting functions; track requisition progression and documentation through appropriate authorization channels through to completion.
- Reviews general ledger account coding and consults with Accounting as needed.
- Ensures that product or services descriptions on purchase orders are accurate, clear, and precise.
- Verifies that supporting documentation (i.e. quotes or proposals) is provided and supports the request.

- Initiates and responds to District personnel and vendors regarding purchasing policies and procedures related to purchase orders; provides technical support, instruction and assistance with the District's purchasing system as needed.
- Processes all purchase order revisions to ensure compliance with District purchasing policy.
- Maintains and updates all active District purchasing contracts.
- Reviews and determines that vendor insurance coverages are current and meet or exceed District requirements.
- Completes and files the online Public Works Project Registrations Form (PWC-100) for Public Works projects performed by the District.
- Provides a full range of administrative and technical support to the Support Services Supervisor; assists with a variety of projects and tasks; assists the Support Services Supervisor with the preparation of departmental budgets including to maintain a variety of statistical documents; performs assigned routine duties of the Support Services Supervisor in his/her absence.
- Analyze a variety of purchasing problems and make sound recommendations as to their solution. Assists in the preparation of specifications for bids; contacts vendors requesting bids; receives and processes bids for submittal to the Support Services Supervisor and Board for approval.
- Performs related duties as required, including but not limited to assisting other units as needed. 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 with internal stakeholders.
- Resolve invoice discrepancies as required.
- Evaluate, support and work closely with the Engineering and Operations Departments.
- Maintain/communicate vendor/contractor annual performance metrics.
- Maintain prompt and regular attendance.
- Performs other related duties, as assigned.

QUALIFICATION GUIDELINES

Knowledge of:

- Basic principles and practices of public purchasing techniques, including purchasing, inventory, contract administration, 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 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, 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: Bachelor's degree from an accredited college or university in Business Administration, Public Administration or related field.

And

Experience: Four (4) years administrative and increasingly responsible purchasing experience including experience in purchasing, contract administration, inventory control, or stocking duties. Experience in water utility and operating forklifts, 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 Manager (C.P.M), Accredited Purchasing Practitioner (A.P.P.) or C.P.P.B. / C.P.P.O. Certificate (Certified Public Purchasing Buyer/Certified Public Purchasing Officer) is highly desired.

Forklift Certification is required

PHYSICAL DEMANDS 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.

Physical Demands

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

Environmental Conditions

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

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.