Procurement Officer

MERCED IRRIGATION DISTRICT
Procurement Officer

FLSA Status – Non Exempt
Salary DOQ - $28.64 to $42.96 per hour

DEFINITION:

Under the supervision of the Controller, plan direct and coordinate the District's procurement of supplies, materials, equipment and services as required by various departments, and develop and interpret purchasing policies and procedures.

ESSENTIAL FUNCTIONS OF THE POSITION:

- Administer and monitor the general operations of District purchasing and custodial services.
- Prepare simple and complex solicitations; RFP's, IFB's, RFQ's, SOW's, PSA's, and information related to District purchases.
- Performs complex cost analysis of bid awards for sophisticated equipment and services.
- Ensure internal purchasing procedures are in compliance with public contract codes.
- Report all public works projects according to state law and the Department of Industrial Relations, including contractor and subcontractor registration verification.
- Consults with District departments regarding purchasing needs and assists other departments in obtaining price information.
- Meets with department heads and their staff regularly to educate, ascertain special needs or solve problems.
- Prepare and assist with purchase order requisitions.
- Verify purchase requisitions by comparing items requested to master list, clarify unclear items and recommend alternatives.
- Develop and review formal bid specifications and make bid recommendations.
- Develop and interpret policies, rules and regulations and ensure state required language is included.
- Obtain maximum economy and efficiency in buying and utilizing materials, supplies, equipment and services.
- Perform contract negotiations, monitoring and administration.
- Assist Warehouseperson with inventory processes, procedures, warehouse mapping, negotiations, and financial system data entry questions.
- Perform and assist with periodic inventory cycle counts.
- Complete monthly inventory account reconciliations.
- Maintain certificates of liability record keeping to ensure proper liability levels are maintained for District projects and services.
- Forward available inventory items by verifying stock and scheduling delivery.
- Prepare purchase orders by verifying specifications and price, obtain recommendations from suppliers for substitute items and obtain approval from requisitioning department.
- Obtain purchased items by forwarding orders to suppliers including monitoring and expediting orders.
- Confer with vendors, sales, representatives, service suppliers, etc. concerning purchasing needs.
- Independently investigate complaints and problems concerning purchasing transactions.
- Verify receipt of items by comparing items received to items ordered plus resolving shipments in error with suppliers.

Procurement Officer

- Participate in the preparation, administration and monitoring of District budgets.
- Authorize payment for purchases by forwarding receiving documentation.
- Keep information accessible by sorting and filing documents.
- May approve invoices for payment.
- Provide purchasing planning and control information by collecting, analyzing and summarizing data and trends.
- Update job knowledge by participating in educational opportunities.
- Accomplish purchasing and organization mission by completing related results as needed.
- Instruct other employees on correct purchasing practice.
- Develop new sources of supply.
- Develop cooperative purchasing activities with other agencies.
- Attend and participate in various meetings relevant to purchasing matters.

QUALIFICATIONS:

Any combination of experience and education that would prepare the candidate for the duties and responsibilities of the position is acceptable.

Education:

- High School diploma or equivalent. Bachelor's degree in Business Administration or Public Administration is preferred.
- CPP, SPSM or UPPCC Certification is preferred.

Experience:

- Five (5) years of increasingly responsible experience in purchasing and material handling, including contract negotiations.
- Three (3) years of professional level experience.

Ability to:

- Develop and maintain records and files.
- Interpret laws, rules and regulations regarding purchasing.
- Prepare oral presentations and written reports.
- Analyze purchasing procedures and make recommendations for improvement.
- Calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume
- Work cooperatively with all staff, employees and the public
- Participate in and facilitate group meetings.
- Occasionally travel to attend conferences and meetings in-and out-of-state.
- Professional written and verbal communication and interpersonal skills, including effective presentation of information to small and large groups.

Knowledge of:

- Laws, principles and regulations relating to bidding procedures and purchasing operations.
- Market conditions, current prices, trade names and brands; supplies and equipment used in irrigation and electric industries.
- Sources of supply and methods of securing competitive bids

Procurement Officer

Necessary Special Requirements:

- Must file a Statement of Economic Interests in compliance with Government Code Section 8100.
- A valid California Class C Driver License and the ability to maintain insurability under the District's vehicle insurance program.
- Abide by all District policies, guidelines and rules.

ENVIRONMENTAL FACTORS:

- Exposure to the sun: 10% or less work time spent outside a building and exposed to the sun.
- Irregular or extended work hours: Occasionally required to change working hours or work overtime.
- Work performed in an office environment

The physical and mental demands described here 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:

ESSENTIAL MENTAL ABILITIES:

- Exercise independent judgment.
- Self-directing and organized.
- Reason objectively.
- Assess, project and plan work activities on a daily and weekly basis.
- Interpret state, federal/agency regulations.
- Document concisely, accurately and timely.
- Handle a variety of duties which may be interrupted or changed by immediate circumstances.

TYPICAL PHYSICAL DEMANDS:

- Communicate orally and in writing with District management, co-workers, outside auditors, customers, and the public in one-on-one settings.
- Transport, set-up and removal of promotional equipment and materials at various public functions.
- Use of office equipment such as computer, copiers, scanners, and fax machines.
- Capable of negotiating stairways.

Sitting:	Remains in a seated position for up to eight (8) hours per day.
Hands/Arms:	Operates computer for up to eight (8) hours per day.
Lifting:	Raises and lowers boxes and supplies up to twenty-five (25) pounds.
Stooping:	Bends body downward and forward by bending at the knees or waist.
Talking:	Expresses ideas and shares information by means of spoken work in person and by telephone.
Hearing:	Hears well enough to receive communications in person and by telephone.
Vision:	Reads written and video messages for up to eight (8) hours per day. Operate vehicles and office equipment.

SUPERVISION:

The position receives general supervision from the Controller.

I have reviewed this Job Description with my Supervisor and agree with its contents.

The specific statements shown in each section of this job description are not intended to be all-inclusive. They represent typical elements and criteria necessary to successfully perform the job.