



Purchasing Officer

DEFINITION

Under general direction from the Director of Finance & Administration, provides leadership, plans, directs, and supervises professional and support staff engaged in purchasing-related functions and the provision of miscellaneous general office support services; performs and/or guides the most difficult and complex professional purchasing activities; initiates complex analyses and studies; advises the department manager on matters pertinent to the centralized purchasing function that have District-wide impact; develops and recommends implementation of systemic improvements; and performs related work as required.

DISTINGUISHING CHARACTERISTICS

Purchasing Officer is the first-level supervisory classification. Under general direction, within a framework of established policies and procedures, the incumbent performs highly complex professional purchasing and supervisory work requiring advanced knowledge of purchasing principles and requirements and substantial professional experience. Assignments are given in general terms and are subject to periodic review, usually upon completion. There is significant latitude for discretion and independent judgment in the selection of work methods to achieve established goals.

This classification is distinguished from the Director of Finance & Administration, which is a mid-management classification responsible for the planning, direction, and management of all staff and operations relative to the District's finance and accounting functions.

TYPICAL DUTIES

TYPICAL EXAMPLES OF DUTIES MAY INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:

- Plans and implements a comprehensive purchasing program; conducts major studies and analyses of complex operations; recommends and implements systemic improvements; advises the department manager on matters pertaining to the District's purchasing program and the impact on District operations.
- Participates in selection of interviews and hiring of new staff; prioritizes, assigns, and reviews work, approves time off, and prepares employee performance evaluations; interprets District policies and procedures to employees and administers day-to-day aspects of labor agreements with employee organizations.
- Develops and updates written purchasing policies and procedures; explains and interprets policies and procedures for staff needing to purchase materials, equipment, services, and supplies; enforces compliance with board-adopted purchasing policies; works with legal counsel on contractual and procurement policy issues.
- Assists departments in obtaining specifications, quotations, delivery terms, and costs; recommends substitute materials where economies can be realized or delivery improved.

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- Prepares the annual budget request for the work unit; estimates staffing, equipment, and supply needs based upon recent trends and planned activities; monitors expenditures after budget adoption; approves requisitions for purchase of materials or supplies.
- Issues Requests for Proposals, Invitations for Bids, Requests for Quotations, and Requests for Information as needed; creates amendments to agreements and negotiates with vendors to achieve the best possible outcome for the District.
- Creates, reviews, and approves purchase orders using enterprise procurement software, as necessary; ensures that solicitations comply with District procedures, specifications, governmental regulations, and accepted trade practices; resolves billing discrepancies and vendor disputes.
- Oversees the procurement credit card program; reviews purchases for compliance with program limitations; maintains written policies and procedures; implements and maintains business optimization processes and procedures to streamline card use; communicates with cardholders to provide program guidance and assists with reconciliation process as needed; maintains professional working relationship with bank account manager; conducts account maintenance through the bank's website.
- Oversees the District's surplus personal property program that may include public auctions, reuse, sale of scrap metal, donations, and e-waste.
- Directs the District's General Services activities including mail services, janitorial and break room supplies, and duplicating/printing services.
- Represents Procurement on District-wide committees; proactively collaborates with departments to implement program changes, resolve issues, and promote workload efficiencies as necessary; represents the District externally.
- Oversees and administers the division's contracted database.
- Performs other related work as required.

REQUIREMENTS

Any combination of education and experience that would likely provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the knowledge, skills, and abilities would be the equivalent of:

Education and Experience:

Possession of a baccalaureate degree from an accredited college or university with a major in business administration, public administration, or a related field; and four (4) years of journey-level experience in professional purchasing work, including one (1) year of lead experience. Completion of the District's Leadership Skills Training Program is required following hire. Supervisory experience desired.

Current ACWD Employees: 75% completion of the District's Leadership Skills Training may substitute for one (1) year of lead experience. If the internal candidate has already completed the

Leadership Skills Training Program, they do not need to complete the program for a second time if promoted.

Knowledge, Skills, and Abilities: Knowledge of: principles, methods, and legal requirements of purchasing as they relate to competitive bidding, vendor selection, contract award, placement of purchase orders for supplies, materials, services and equipment, and contract administration; modern principles and practices of effective employee supervision and personnel management; materials, equipment, and supplies commonly used in a water utility or public agency; the Uniform Commercial Code, contract law, and other applicable laws and regulations; inventory procedures, product standards, lot sizes, and marketing trends; equipment and asset surplus disposal practices and procedures; sources of supply, marketing practices, and pricing methods; basic financial record keeping, contract management, eProcurement systems, and inventory control principles and procedures; mail processing techniques, records management; English and basic mathematics; safe work practices and the ability to identify workplace hazards and/or unsafe conditions and take appropriate corrective action; modern office practices, methods, and computer equipment and applications related to the work, including word processing, database, and spreadsheet software.

Skill and Ability to: provide leadership, plan, assign, supervise, and review the work of subordinate staff and critically think and design and implement change initiatives; resolve day to day employee relations matters; interpret and apply District policies and procedures; analyze data and come to well-reasoned conclusions; evaluate bids and quotes; reconcile discrepancies; expedite transactions and follow-up on purchasing matters; make accurate mathematical calculations; inspect items received and determine conformance to specifications; organize work and utilize effective time management techniques to meet critical deadlines; react with a sense of urgency and work independently within procedural guidelines to solve purchasing problems; read and interpret policies, procedures, engineering/technical drawings and specifications; maintain detailed and accurate records; initiate and conduct complex analyses and studies; perform essential duties of the job without causing harm to self or others; operate modern office equipment including computer equipment and specialized software applications programs; communicate clearly and concisely, both orally and in writing; establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Additional Requirements:

Possession of one or more certifications, such as a Certified Professional Public Buyer, Certified Public Procurement Officer, or Certified Professional in Supply Management is desirable.

Working Conditions/Physical Requirements:

The essential functions of this classification are performed in a controlled-temperature office and require the ability to: sit for extended periods of time in front of a computer screen; use finger dexterity and hand strength to perform simple grasping and fine manipulation; use a telephone and operate a computer and other office equipment on a daily basis; speak and hear in person and on the phone; see sufficiently to perform assignments; and intermittently twist or bend to reach equipment or supplies surrounding desk; walk about District administrative complex to obtain information; and occasionally lift items weighing between 20 and 55 pounds.

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Revised: 03/2025

Approved: 
Human Resources/Risk Manager