



WATER REPLENISHMENT DISTRICT OF SOUTHERN CALIFORNIA
is seeking qualified candidates for the following career opportunity:

PURCHASING/PROCUREMENT OFFICER

SALARY RANGE: \$86,958 - \$127,387 ANNUALLY

EXCELLENT BENEFITS: 9/80 Schedule/Telecommuting, Health Insurance, HRA/FSA, CalPERS, Deferred Compensation Matching

DEADLINE: OPEN UNTIL FILLED

POSITION SUMMARY

Under the direction of the Chief Financial Officer, the Purchasing/Procurement Officer oversees all processes related to purchase order requisition, entry, approval and post-entry supply chain tracking for all District operations, including procurement of materials, equipment and supplies for the District's Administrative Offices and District Facilities. Assist in drafting and issuing Requests for Proposals (RFP's), Requests for Bids (RFB's), correspondence, agreements, contract amendments and other technical documents.

ESSENTIAL DUTIES AND RESPONSIBILITIES

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 this class.

- Purchase supplies, services and equipment for District operations, within the limits of the current budget approved by the Board of Directors, and in accordance with the District's procurement guidelines. Assist in drafting and issuing Requests for Proposals (RFP's), Requests for Bids (RFB's), correspondence, agreements, contract amendments and other technical documents for legal review.
- Prepare and recommend to the Chief Financial Officer for Board approval, rules and procedures governing the purchase of supplies, services and equipment for the District and revisions and amendments to such rules and procedures.
- Receive and evaluate purchase orders, bids and contracts, verify receipt; resolve discrepancies and problems regarding prices, delivery and/or quality.
- Provide guidance and assistance to WRD staff in all aspects of purchasing, including analysis of current procurement activities and recommends improvement through more efficient purchasing methods, quantity discounts, standardization, value analysis and cooperative purchasing.
- Negotiate and recommend execution of contracts for the purchase of supplies, services and equipment; solicits information regarding a variety of commodities to ensure cost effectiveness commensurate with quality and interviews current suppliers to improve levels of service and new suppliers to develop and establish new sources of supply.
- Keep constantly apprised of economic and business situations affecting the supply of routine District materials; make recommendations to adequately meet those changing needs. Work with Project Managers to stay apprised of specific District supplies, services and equipment relating to operations of the District's advanced water treatment facilities.
- Analyzes change orders and contract amendments for all capital projects to maintain continual financial oversight of the project's final cost, compares to the 5-year capital improvement plan budget.
- Review all Board of Director staff reports to ensure that the 'financial impact' is correctly stated.
- Enhances and/or develops, implements and enforces policies and procedures by way of auditing purchase requisitions and providing valuable feedback that will improve overall operations, efficiencies and effectiveness.
- Comply with all accounting internal controls and separation of duties as well as departmental and District-wide policies and procedures.
- Prepares various reports for financial accounting.
- Tracks and reports key functional metrics to reduce expenses and improve effectiveness.
- Maintains procurement records in accordance with the retention policy of the District.

MINIMUM QUALIFICATIONS

Graduation from a four year college with a Bachelor's Degree in Finance, Accounting, Supply Chain Management, Economics, Operations Management, Mathematics or business related degree and five to seven years of progressive purchasing, sourcing or procurement experience. Applicants must have a valid California driver's license and the ability to maintain insurability under the District's vehicle insurance policy. A Master's Degree in a related field, certification as a Public Procurement Officer (CPPO) or Professional Public Buyer (CPPB) or related certification is desired, but not required.

LICENSES; CERTIFICATES; SPECIAL REQUIREMENTS: Possession of a California Driver's License and auto insurance.

APPLICATION AND SELECTION PROCESS To be considered for this opportunity please submit (1) a District application available at www.wrd.org, (2) cover letter highlighting your applicable experience and (3) resume to careers@wrd.org. **OPEN UNTIL FILLED. INCOMPLETE SUBMISSIONS MAY RESULT IN DISQUALIFICATION.** The most qualified applicants will be invited to participate further in the screening process, which will include a panel interview and possible written exam. Final candidates must be able to prove legal U.S. residency, pass a background check, a physical, and a toxicology screening. The District is an Equal Opportunity Employer.