

**RANCHO CALIFORNIA WATER DISTRICT
POSITION DESCRIPTION**

DATE: July 1, 2020

POSITION TITLE: **STUDENT INTERN - PURCHASING ASSISTANT**

GRADE LEVEL: AA

SUPERVISOR'S TITLE: Procurement and Contracts Administrator

FLSA Status: Exempt Non-Exempt

DEFINITION







Under immediate supervision, to perform various administrative tasks to support the procurement process and warehouse operations; including, material and equipment procurement, contract administration, inventory maintenance, shipping, receiving and staging.

CLASS CHARACTERISTICS

Purchasing Assistant

This is a temporary entry level position for a college student intern to work no more than 900 hours per fiscal year, or no more than 29 hours in a 7-day period. Employees assigned to this level perform limited or routine duties under direct supervision. Because employees in classifications at this level may be in a training capacity, such positions typically do not require significant previous work experience in the applicable field; however, effective communication (written/verbal), reasoning ability and basic mathematical and computer/system skills will be needed.

EXAMPLE OF DUTIES (may include, but are not limited to, the following):

-  Adhere to requirements of Purchasing Policy in District Administration Code and District Purchasing Practices and Procedures Manual
-  Perform routine procurement tasks under direct supervision and within established procedures and guidelines
-  Perform standard warehouse duties such as: shipping, receiving, inventory maintenance and cycle counts
-  Create system generated purchase orders and track delivery status regarding late or backlogged orders
-  Correct price variances to ensure compliance with pricing terms
-  Assist in contract administration and compliance

- ✎ Assist in preparation of specifications for a variety of District materials, equipment and services
- ✎ Assist employees with vendor selection and sourcing of materials and services
- ✎ Assist with warehouse operations in evaluating stock levels and reviewing inventory control levels
- ✎ Maintain inventory in computer system through data entry and generate reports
- ✎ Maintain the warehouse to include general clean-up, organization and prevention of safety hazards and security
- ✎ Assist with legal and administrative issues
- ✎ Analyze cost saving opportunities through quality and risk/cost avoidance techniques
- ✎ Identify and escalate issues as appropriate
- ✎ Perform related duties as assigned

QUALIFICATIONS

Knowledge of:

- ✎ Basic knowledge of business operations and industry practices
- ✎ Basic purchasing principles
- ✎ Basic warehouse procedures
- ✎ General filing techniques
- ✎ Standard telephone techniques
- ✎ Foundational knowledge in Microsoft Office applications and applicable business software
- ✎ Proper work safety standards

Ability to:

- ✎ Operate a PC; to include, standard software systems, and Microsoft Office applications
- ✎ Operate standard office equipment (phone, copier, scanner)
- ✎ Maintain quality of work through attention to detail and accurate preparation of work papers as well as maintaining confidentiality of District information
- ✎ Effectively represent the District's purchasing functions with vendors, tactfully resolving problems and concerns over shipments and items received
- ✎ Establish and maintain effective working relationships with others
- ✎ Comply with the District's Safety, Health, and Environmental policies

SELECTION GUIDELINES

The appropriate knowledge, skills and abilities can be achieved through a variety of combinations of experience and training. A typical example is:

Experience: General purchasing experience preferred but not required.

**Education/
Training:** Full or Part-time student at an accredited college studying in the areas of supply chain management, business, or finance. Must possess the ability to read, comprehend and write at a level required of assigned duties.

Licenses and Certificates:

- ✍ Valid California driver's license, required.

PHYSICAL REQUIREMENTS/WORKING CONDITIONS

The essential functions of this position will require the employee to perform the following physical activities:

- ✍ Communicate verbally with District management, co-workers, and the public in face-to-face, one-to-one, and group settings
- ✍ Regularly uses a telephone or e-mail for communication
- ✍ Uses office equipment such as a PC, calculator and copier/fax/scanning machine
- ✍ Normal standing, walking, sitting, reaching, stooping, climbing and bending
- ✍ Hearing and vision within normal ranges
- ✍ Lifting (up to 20 lb.) of materials

_____	_____
Employee Signature	Date
_____	_____
Supervisor/Manager Signature	Date