



SAN JOAQUIN REGIONAL TRANSIT DISTRICT
invites applications for the position of:

Procurement (Buyer) Analyst or Specialist or Senior Specialist

SALARY:	\$22.81 - \$43.64 Hourly \$47,437.00 - \$90,781.00 Annually
DEPARTMENT:	Procurement
OPENING DATE:	04/12/21
CLOSING DATE:	04/26/21 05:00 PM

JOB SUMMARY:

Minimum Salary Ranges start at \$47,437 (Analyst); \$54,901 (Specialist); \$63,503 (Senior Specialist) - Depending on qualifications (DOQ)

Under general supervision, performs routine to moderately difficult and highly responsible purchasing responsibilities for a variety of materials, services and other purposes in accordance with San Joaquin Regional Transit District (RTD) policies and all applicable legal requirements; analyzes departmental requirements; ensures that vendors meet RTD quality, quantity, cost, and delivery needs; and performs related duties as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The following statements are intended to describe the general nature and level of work performed by people assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The incumbent must be able to perform the essential functions of this job with or without reasonable accommodations.

1. Receives, reviews, and processes purchase requisitions; verifies compliance with pertinent laws, regulations, and codes and RTD policies and standards and reviews information to ensure it is complete, accurate, and order parameters are clear and understood; contacts department staff to clarify or obtain additional information; organizes requisitions for efficient action and response.
2. Monitors vendor delivery dates, identifies past due dates, and contacts vendors to develop a course of action to expedite orders; interprets and explains applicable laws, regulations, codes, and policies; promptly responds to requests for emergency orders.
3. Analyzes and determines reorder points and initiates purchases when reorder points are reached; validates purchasing transactions entered into the system.
4. Conducts monthly cycle and physical year-end counts and reconciles inventory; provides assistance during regular audits, including preparing working papers.
5. Ensures that vendors meet RTD needs; establishes, develops, and maintains positive vendor relationships; researches, assesses, and identifies new or more responsive vendors for products and services within areas of assigned responsibility; interviews vendors to evaluate products and services and to obtain information for use in developing proposals; educates vendors regarding purchasing policies and procedures; obtains accurate and complete price and delivery information,

product literature, and samples from suppliers.

6. Interacts with management and other staff in procurement and distribution matters; provides detailed technical guidance on purchasing, products, and suppliers; receives, responds to, investigates, and resolves customer or department procurement-related inquiries, concerns, complaints, and problems, including accounts payable, invoice discrepancies, vendor relations, and level of service issues, or non-compliance with procurement policies, practices, and procedures.

7. Researches, assesses, and identifies new or better sources of supply for products and services within areas of assigned responsibility; interviews vendors to evaluate products and services and to obtain information for use in developing proposals and prepares summary documentation; educates vendors regarding purchasing policies and procedures; obtains accurate and complete price and delivery information, product literature, and samples from suppliers.

8. Coordinates with Contracts staff to ensure compliance with terms and conditions of purchasing contracts.

9. At the senior specialist level, may supervise and evaluate the work of subordinate purchasing and storekeeping staff; may delegate work assignments and review work to ensure conformance with RTD policies and procedures; may regularly monitor performance and provide coaching for performance improvement and development.

10. Provides customer-responsive, cost-effective and high-quality purchasing services for customers, consistent with applicable legal requirements.

11. Establishes, organizes, integrates, and maintains applicable purchasing and vendor-related records, files, lists, forms, and other documentation.

12. Writes, compiles, develops, edits, revises, and produces necessary correspondence, reports and other materials; inputs accurate and complete information into computer database.

13. Provides training and support to purchasing and storekeeping staff in the proper use of the automated system and hardware.

14. At the senior specialist level, may act for the Purchasing and Contracts Manager in that individual's absence.

15. Performs other incidental and related duties as required and assigned.

QUALIFICATIONS:

Knowledge of:

1. Principles, practices, methods, and techniques of public agency purchasing.
2. Local, state, and federal laws and regulations governing public agency purchasing.
3. Sources of supply and types of products, commodities, and services used by a public transportation agency.
4. Recordkeeping practices and procedures related to a purchasing function.
5. Methods of conducting product and vendor research.
6. Standard shipping and receiving procedures, methods, and techniques.
7. Office and records management practices and procedures.
8. Basic principles and procedures of record keeping.
9. Research methods and analysis techniques.
10. Excellent organizational and presentation skills.
11. Principles and practices of sound business communication.
12. Microsoft Office Suite, including Word, Excel, Access, and PowerPoint.
13. English usage, spelling, grammar and punctuation.
14. Policies and procedures of the assigned department.

Ability to:

1. Analyze, evaluate and make sound recommendations on purchase requisitions and other purchasing-related documents.
2. Efficiently conduct vendor and product research.

3. Understand, interpret, explain, and apply RTD, local, state, and federal laws and regulations applicable to areas of responsibility.
4. Perform cost and payment calculations and analyses.
5. Analyze complex confidential problems, evaluate alternatives, and make sound, appropriate recommendations.
6. Organize, set priorities, and exercise sound independent judgment and initiative within established guidelines.
7. Interpret RTD personnel policies and procedures and applicable local, state, and federal legislation.
8. Operate a computer using word processing and other business software.
9. Organize and maintain office and specialized confidential files and records.
10. Communicate clearly and effectively, orally and in writing.
11. Understand and follow oral and written instructions.
12. Prepare clear, concise, and comprehensive correspondence, reports, studies, and other written materials.
13. Exercise sound, expert independent judgment within general policy guidelines.
14. Establish and maintain effective customer-focused working relationships with all levels of RTD management, employees, employee organizations and their representatives, other governmental officials, community groups, contractors, consultants, vendors, and the public.

Education, Training and Experience:

A typical way of obtaining the knowledge, skills, and abilities outlined above is:

Procurement (Buyer) Analyst:

Graduation from an accredited two-year or four-year college or university with major coursework in acquisitions, business or public administration, engineering, or a closely related field; and experience in developing and administering contracts for a public agency; or an equivalent combination of training and experience. One (1) additional year of the required experience may be substituted for each year (30 semester hours) of the required education.

Procurement (Buyer) Specialist:

Graduation from an accredited four-year college or university with major coursework in acquisitions, business or public administration, engineering, or a closely related field; and three to five years of progressively responsible experience in developing and administering contracts for a public agency, at least two of which were at the level of Procurement Parts and Materials Analyst; or an equivalent combination of training and experience. One (1) additional year of the required experience may be substituted for each year (30 semester hours) of the required education.

Procurement (Buyer) Senior Specialist:

Graduation from an accredited four-year college or university with major coursework in acquisitions, business or public administration, engineering, or a closely related field; and five to seven years of progressively responsible experience in developing and administering contracts for a public agency, at least two of which were at the level of Procurement Parts and Materials Specialist; or an equivalent combination of training and experience. One (1) additional year of the required experience may be substituted for each year (30 semester hours) of the required education.

Successful candidates may be hired at either the Analyst, Specialist, or Senior Specialist level depending on experience/qualifications.

Proof of required education beyond high school, such as college transcripts, diplomas, and/or certificates may be required at time of employment.

Licenses; Certificates; Special Requirements:

A valid California Class C driver's license.

Experience in a public transit agency or governmental setting is preferred.

Work 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 class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands:

While performing the duties of this class, an employee is regularly required to sit, talk and hear, in person and by telephone, use hands repetitively to or operate standard office equipment, and reach with hands and arms. The employee is frequently required to stand and walk; stoop, kneel, bend, or crouch; and lift up to ten pounds. The employee occasionally lifts up to 10 pounds. Specific vision abilities required by this class include close vision and the ability to adjust focus.

Mental Demands:

While performing the duties of this class, the employee is regularly required to use written and oral communication skills; read and interpret complex data, information, and documents; analyze and solve complex problems; observe and interpret people and situations; use math and mathematical reasoning; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks with constant interruptions; work under intensive deadlines and interact with all levels of RTD management, staff, employees, representatives of employee organizations, other governmental officials, and the public.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. While performing the duties of this class, the employee works under typical office conditions and the noise level is moderately quiet.

EMPLOYMENT PROCESS:

Applicants must complete and submit an official application form. The standards as stated on the front of the job announcement represent only the minimum required to fill an application. Resumes will be accepted but may not be substituted for the required application form. Meeting the listed standards does not guarantee that a candidate will be invited for an interview as the Human Resources Department reserves the right to limit the number of candidates to the most qualified for the vacancy. The selection process for this position may include a written assessment. All statements made on the application are subject to verification and investigation. False statements will be cause for disqualification, removal from the eligible list or termination of employment.

Employment is conditional upon successfully passing all pre-employment screens. Substance abuse tests paid by the Transit District are required of each prospective employee. Candidates are cautioned that offers of employment are conditional and subject to the satisfactory completion of DOT physical examination (for safety sensitive positions), substance abuse drug and alcohol tests, reference checks, and a background investigation.

San Joaquin Regional Transit District is an Equal Opportunity/Affirmative Action employer.

BENEFITS:

The District offers a competitive employee benefit program that includes:

INSURANCE: RTD provides comprehensive health and dental insurance package for all full-time employees and their dependents. RTD also provides \$20,000 life insurance for all full-time employees.

SICK LEAVE: Twelve (12) days per year for all full-time employees.

VACATION: Two (2) weeks to six (6) weeks depending on length of service for full-time employees.

RETIREMENT: RTD participates in a 401(a) retirement plan in which RTD provides a generous match.

The provisions of this bulletin are subject to change without notice and do not constitute an express or implied contract.

APPLICATIONS MAY BE FILED ONLINE AT:

<http://sanjoaquinrtd.com/>

421 E. Weber Avenue
Stockton, CA 95202
(209) 943-1111

Position #FY21-00027
PROCUREMENT (BUYER) ANALYST OR SPECIALIST OR
SENIOR SPECIALIST
SP
