



## Support Services Specialist I

Department/Division:	Purchasing
Reports To:	Support Services Supervisor
Provides Direction To:	N/A
FLSA Exemption Status:	Non-Exempt
Effective Date:	12/19/2024

### GENERAL PURPOSE

Under general supervision, performs a full range of entry-level purchasing, inventory and related duties including water services and business activities; exercising judgment and initiative; inputs and tracks requisitions, purchase orders, maintains data and documents, coordinates vendor representatives, and performs warehouse/inventory control activities; provides a variety of information to other agencies, District staff, and the general public.

### DISTINGUISHING CHARACTERISTICS

This is the entry level classification in the Support Services classification series, which is responsible for performing a full range of purchasing, inventory, and related duties. The Support Services Specialist II is distinguished from the Support Services Specialist I in the management of fleet, fuel storage and dispensing facilities.

### ESSENTIAL FUNCTIONS

*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 the class.*

- Provide courteous and expeditious customer service to the general public and District staff;
- Performs entry level day-to-day operations of the District's purchasing and inventory functions; tracks progression of documentation through appropriate approval channels.
- Issues requisitions and purchase orders to staff; places orders as directed and coordinates with vendors as necessary; prepares and distributes reports to other departments to verify the status of requisitions and purchase orders; updates information as required.
- Keeps vendor information current including insurance certificates and bond documents; maintains contract document files.
- Assists and provides back-up coverage for assigned staff including the Support Services Specialist II and Purchasing Analyst; issues parts to District employees; performs shipping and receiving duties.
- Provides a full range of administrative and technical support with a variety of projects and tasks.

- Maintains the District's uniform service agreement including ordering uniforms, coordinating repairs on garments, exchanging mats and shop towels.
- Maintain the inventory of office, kitchen and personal protective equipment, ordering and restocking as necessary.
- Collaborates with accounts payable; matches purchase orders, packing slips and invoices prior to payment.
- Performs records management for departmental records including setting up and maintaining files.
- Assists with the update and maintenance of purchasing policies and procedures.
- Maintain prompt and regular attendance.
- Performs other related duties, as assigned.

## **QUALIFICATIONS GUIDELINES**

### **Knowledge of:**

- The operations and maintenance of water and/or treatment plants or water distribution systems and the related principles and practices of asset management systems;
- Regulatory compliance and best management practices for systems operations and maintenance.
- Basic purchasing and warehousing/storekeeping practices and procedures;
- Modern office procedures, methods, and equipment including computers;
- Computer applications such as word processing, spreadsheets, and statistical databases as well as specialized software designed to facilitate tracking of purchase orders, inventory, and equipment status for good repair;
- Principles and practices of research, analysis, letter and report preparation;
- Principles and procedures of record keeping;
- Principles and practices used to establish and maintain files and information retrieval systems; Customer service techniques, practices, and principles;

### **Ability to:**

- Proficiently apply knowledge of water systems operations and maintenance to efficiently and effectively evaluate bids for supplies, materials, equipment and services and properly maintain inventories.;
- Understand and comply with regulatory requirements and best management practices; perform a full range of specialized clerical and routine technical, administrative, financial and programmatic work of a general or specialized nature involving the use of independent judgment and personal initiative.
- Research, compile, and interpret a variety of information and make appropriate recommendations.
- Proficiently operate and use modern office equipment including computers and supporting word processing and spreadsheet applications.
- Operate a variety of warehouse equipment including pallet jack, hand truck, forklift and other material handling devices in a safe and effective manner.
- Communicate clearly and concisely, both orally and in writing.
- Work independently in the absence of supervision.
- Plan and organize work to meet changing priorities and deadlines.

### **Minimum Qualifications:**

*Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:*

**Education:** A high school diploma or satisfactory equivalent. Coursework in Business, Economics or purchasing from an accredited four-year college or university and specialized purchasing training is highly desirable.

**And**

**Experience:** Two (2) years of operations and/or maintenance experience in water and/or systems practicing executing the principles and practices of purchasing, inventory control, or storekeeping duties in a water utility.

**Licenses, Certificates; Special Requirements:**

Possession of a valid Class C California driver's license, acceptable driving record.

Forklift Certification is required upon appointment.

**PHYSICAL DEMANDS AND ENVIRONMENTAL CONDITIONS**

*The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Work involves exposure to potential physical harm, hazardous chemicals, and infectious disease. There is frequent need to stand, sit, stoop, walk, and perform other similar actions during the course of the workday. Office and warehouse environment; some exposure to variable temperatures in the warehouse; occasionally works at heights on a ladder.

Incumbents require sufficient mobility to work in an office setting and operate office equipment, transport materials and supplies weighing up to 25 pounds, and to travel to various locations. Must be able to see in the normal visual range with or without correction with vision sufficient to read small print, computer screens and other printed documents. Must be able to hear in the normal audio range with or without correction.

Incumbents must be able to follow oral and written instructions; complete assigned tasks within deadlines; and interact with co-workers, management, customers, vendors, contractors, and other parties.

***THIS POSITION MAY BE ELIMINATED, OR THE DUTIES, QUALIFICATIONS AND TRAINING REQUIRED CHANGED BY THE BOARD OF DIRECTORS AND/OR THE GENERAL MANAGER, WHEN IN THEIR JUDGEMENT, IT IS CONSIDERED NECESSARY AND PROPER FOR THE EFFICIENT OPERATION OF THE DISTRICT.***