SANTA CLARA VALLEY WATER DISTRICT
Draft Classification Structure
August 2008

Job Family*	Level of Series	Name of New Class Title	Minimum Qualifications**	Distinguishing Characteristics
Purchasing & Inventory Control				
Purchasing Series				
Purchasing Tech I Purchasing Tech II	1 of 4	Purchasing Technician	High School diploma or G.E.D. and, based upon assignment, two (2) to three (3) years of directly related office experience which may be required to include knowledge of basic purchasing procedures and practices and technical purchasing support experience. **Licensing Requirements:** -CA Driver's License, Class C may be required	This is the entry/experienced through the journey level of the Purchasing series. Incumbents provide administrative support for purchasing activities and functions for the District with increased independence upon training, requiring only occasional instruction or assistance as new or unusual situations arise. Duties may include: compiling and preparing historical, periodic, and special files regarding maintenance of equipment and supplying vendors; maintaining records of expenditures for special projects; preparing reports of materials received for payment and processing year-end accounting reports; receiving materials and items ordered; auditing packing lists; verifying completeness of information and accuracy of calculations; sorting and routing materials to appropriate staff; and

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				shipping items for repair or replacement. The Purchasing Technician is distinguished from the Purchasing Technician, Senior in that the Purchasing Technician, Senior functions as a leadworker and/or performs the most specialized duties assigned to the series.
Procurement Specialist Senior Purchasing Tech	2 of 4	Purchasing Technician, Senior	High School diploma or G.E.D. and, based upon assignment, three (3) to four (4) years of purchasing related experience. An Associate's Degree in a related field is preferred. **Licensing Requirements:** -CA Driver's License, Class C may be required	This is the advanced journey level technician class in the Purchasing series. Incumbents lead, oversee and participate in the more specialized work, beyond the journey level, of providing support for District purchasing activities. Duties include: performing duties related to the selection and control of District equipment, fleet vehicles, related materials and contract services including the maintenance of purchasing databases and preparation of bid specs, cost and other reports; performing duties related to buyer assistance requiring minimal buyer

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				oversight such as preparing and processing documents to initiate or renew agreements for services such as maintenance, leasing and rental. Incumbents act as lead worker, making work assignments and determining completion of work. The Purchasing Technician, Senior is distinguished from other Purchasing Technician classes within the series by the focus on serving as leadworker.
Buyer I Buyer II	3 of 4	Buyer	Bachelor's Degree in business or related field with coursework in purchasing and two (2) years of purchasing experience. **Licensing Requirements:** -CA Driver's License, Class C	This is the entry/experienced through the journey level of the professional Purchasing series. Incumbents perform a variety of duties involved in the procurement of materials, supplies, services and equipment for District departments and operations. Duties may include: making routine purchases; identifying supply needs; consulting with suppliers and other sources to fulfill supply needs; compiling necessary quotations;

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				assisting in formulating specifications; and preparing draft requests for proposals, bids and other documents related to the purchase of supplies, equipment, services and materials. The Buyer is distinguished from the Buyer, Senior in that the Buyer's focus is on the full range of tasks assigned within the series performed with supervision.
Senior Buyer	4 of 4	Buyer, Senior	Bachelor's Degree in business or related field with coursework in purchasing and four (4) years of purchasing experience. **Licensing Requirements:** -CA Driver's License, Class C	This is the advanced journey level of the Purchasing series. Incumbents lead, oversee and participate in the more complex and difficult work, beyond the journey level, including procurement of materials, supplies, services and equipment. Incumbents act as lead worker, making work assignments and determining completion of work. Duties may include: planning, directing, and reviewing incoming requisitions for compliance with

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				budget and signature authorization; reviewing open purchase orders and providing direction on departmental procedures; and preparing, negotiating, and administering contracts ensuring vendor compliance. The Buyer, Senior is distinguished from the Buyer by its focus on serving as lead- worker for professional level positions and on specialized procurement duties beyond that expected by journey level incumbents.
Inventory Control Series				
Inventory Control Tech I Inventory Control Tech II	1 of 2	Inventory Control Technician	High School diploma or G.E.D. and one (1) to three (3) years of inventory control related experience. **Licensing Requirements:** -CA Driver's License, Class C	This is the entry to journey level of the Inventory Control series. Incumbents perform a range of inventory control functions. Duties include: receiving, sorting, and issuing materials, tools, supplies, parts, and equipment; operation of material handling equipment in the

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			-Forklift certification	loading and unloading of supplies and materials for shipment; delivery of materials to appropriate offices; and performance of other administrative support activities. The Inventory Control Technician is distinguished from the Inventory Control Technician, Senior in that the Inventory Control Technician's focus is on the conduct of tasks with supervision whereas the Inventory Control Technician, Senior serves as a leadworker.
Senior Inventory Control Tech	2 of 2	Inventory Control Technician, Senior	High School diploma or G.E.D. and four (4) years of inventory control experience. **Licensing Requirements:** -CA Driver's License, Class C -Forklift certification	This is the advanced journey level of the Inventory Control series. Incumbents lead, oversee and participate in the more responsible work, beyond the journey level, including receiving, sorting and issuing materials, tools, supplies, parts and equipment and serving as technical resource regarding the electronic capture of inventory documentation. Incumbents act as lead worker,

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				making work assignments and determining completion of work. The Inventory Control Technician, Senior is distinguished from the Inventory Control Technician by its focus on the performance of leadworker and specialized inventory control duties.

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