

Kings River Conservation District

BUYER

Balanced water supply

Effective, efficient flood protection

Reliable power supply

Balanced environmental actions

KRCD is a leading resource management agency serving agriculture, business, and residential communities within 1.2 million acres spanning portions of Fresno, Kings and Tulare counties.



ABOUT KRCD

KINGS RIVER CONSERVATION DISTRICT

KRCD is a collaborative resource management agency serving agriculture, business, and residential communities within 1.2 million acres spanning portions of Fresno, Kings and Tulare counties.

With office headquarters in the heart of California's Central Valley, KRCD is a catalyst for tangible solutions in the Valley's adapting landscape. KRCD's knowledgeable, experienced, and reliable personnel assist with a broad range of resource-related programs. With responsibilities in flood control, hydroelectric power generation, improved water management and efficiency, environmental oversight, and groundwater management, KRCD's activities are diverse.

KRCD has been involved in water resource management since its inception in 1951. We take seriously our role for the Kings River region - preserving the natural beauty, habitat, and quality of life for future generations to enjoy. We promote efficient water use, collect valuable public data on groundwater conditions and land subsidence, and maintain river channels and levees for flood control purposes. And in an era with increasing need to carefully steward water resources for long-term viability of the region's economy and wellbeing, KRCD is involved in local water program implementation.

A trusted agency at the State and local level among cooperating agencies and diverse constituents, we work to coalesce regional leaders to break through the noise of confusing legislative burdens and bureaucracies, and act as the go-between for people directly impacted by policy decisions.

Beyond water resources, KRCD is dedicated to improving the reliability and stability of the electrical system in the central San Joaquin Valley. We own and operate the Jeff L. Taylor Pine Flat Power Plant, providing clean and renewable hydroelectric energy to the grid.

Understanding the need for balanced resources management, KRCD has over many years conducted numerous fishery and wildlife projects on the Kings River's banks and in the watershed. Environmental issues underscore resource management - that is why we commit dollars and staff to manage the Kings River Fisheries Management Program, a cooperative focused on enhancing the lower Kings River health and habitat.



THE REGION

This region is well known for its proximity to Yosemite, Kings Canyon and Sequoia National parks as well as the San Francisco Bay Area and Southern California. The nearby Sierra Nevada Mountains offer numerous recreational opportunities such as sailing, snow and water skiing, fishing, hiking, and backpacking.

Fresno is the site of the regional headquarters for a variety of industries and businesses in the heartland of the state. Fresno averages over \$2.9 billion annually in the production of more than 220 different commercial crops, livestock and poultry. It is easy to understand why this region is known as, "America's Bread Basket."

An added benefit of living within the Kings River Conservation District region is that excellent urban, suburban, rural foothill and mountain housing options are available at price levels significantly lower than other metropolitan areas of California.



BUYER

DEFINITION

Under the general supervision of the facility management, performs various technical and administrative duties for the District by purchasing materials and supplies, maintaining a spare parts warehouse, and performing various administrative and record keeping duties.

SALARY RANGE:

\$33.44 - \$40.53/hour DOQ

TIMEFRAME:

Open Until Filled

DUTIES AND RESPONSIBILITIES

ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE THE FOLLOWING:

- Establish and maintain spare parts and warehouse inventory system, perform physical inventories and keep inventory records of the stock on hand
- Process requisitions and purchase orders; maintain records and files for requisitions and purchase orders
- Solicit and secure competitive bids, when appropriate
- Review bid proposals and assist District staff and management with contracts
- Purchase and deliver, or have delivered, the equipment, materials and supplies needed to run the daily operations of the District
- Research potential vendors and facilitate the approval process; develop and maintain vendor lists and appropriate professional relationships with vendors; monitor and review vendors' and/or contractors' performance
- Oversee the inventory and disposal of surplus equipment
- Administer the District's risk transfer process
- Other duties as assigned



EMPLOYMENT STANDARDS

KNOWLEDGE OF:

- Purchasing policies, processes and procedures including online buying and ordering of supplies
- Warehouse and inventory control policies and procedures
- Process to negotiate best vendor terms, pricing, and delivery based on specific budget and schedule requirements
- Contract management process from bid advertisement and vendor selection through closeout of the contract
- Complete knowledge of all related machines and equipment
- Intermediate level competence in computer word processing, spreadsheet, and database programs including any purchasing and/or inventory software

ABILITY TO:

- Add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals
- Read and comprehend simple instructions, short correspondence, and memos; write simple correspondence
- Communicate effectively orally and in writing
- Analyze situations and take effective action

TYPICAL PHYSICAL ACTIVITIES/CONDITIONS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Sits for extended periods of time
- Regularly lifts and/or moves up to 10 pounds, frequently lifts and/or moves up to 25 pounds, and occasionally lifts and/or moves up to 50 pounds
- Communicates orally with District management, co-workers and the public in face-to-face settings
- Regularly uses telephone for communication
- Uses office equipment such as computer terminals, copiers, and FAX machines
- Hearing and vision within normal ranges; specific vision abilities required by this job include color vision
- May work in outside weather conditions
- Occasionally works in high, precarious places
- Occasionally exposed to wet and/or humid conditions and vibration



EDUCATION AND EXPERIENCE

Any combination of education and experience that will provide the necessary knowledge and abilities will be considered acceptable.

A typical way to obtain the knowledge and abilities would be:

EDUCATION: Associate degree or equivalent

EXPERIENCE: Two years progressively responsible experience in warehousing, purchasing, or accounting; managing construction contracts preferably within the power industry

SPECIAL REQUIREMENT: Driving is an essential function and requirement for this position. Employee must maintain a valid California motor vehicle license, may be required to utilize personal motor vehicle while conducting District business, will be required to maintain automobile insurance on personal motor vehicle and must be insurable under the District's liability insurance.



SUMMARY OF BENEFITS

- MEDICAL, DENTAL, VISION INSURANCE

Medical: District pays 100% of the premium for employee, 50% of the premium for eligible dependents

Dental: District pays 100% of the premium for employee and eligible dependents

Vision: District pays 100% of the premium for employee and dependents

- EMPLOYEE ASSISTANCE PROGRAM

District pays 100% of the premium for employee and eligible dependents

- RETIREMENT PLANS

Pension plan or 457 deferred compensation plan available

District contributes up to **9% match** of gross salary

- PAID VACATION, SICK LEAVE

- 11 PAID HOLIDAYS

- BEREAVEMENT LEAVE, JURY DUTY, & OTHERS

OUR CORE VALUES

- Excellence – Achieve a superior level of professionalism, leadership, management, teamwork, safety and employee growth and development.
- Innovation – Create new pathways to solutions that are functional, practical, politically and economically feasible, scientifically sound, and environmentally sensitive.
- Integrity – Treat everyone with honesty, respect, and sincerity.

Ready to join our team of dedicated and talented individuals?
Submit your resume and cover letter to hrchief@krcd.org

