



## Westlands Water District

3130 N. Fresno Street, P.O. Box 6056, Fresno, California 93703-6056, (559) 224-1523, FAX (559) 241-6277

Since 1952, supplying agricultural water to farmers on the west side of the San Joaquin Valley.

*It is the mission of Westlands Water District to provide a timely, reliable and affordable water supply to its landowners and water users, and to provide drainage service to those lands that need it. To this end, Westlands is committed to the preservation of its federal contract, which includes water and drainage service, and to the acquisition of additional water necessary to meet the needs of its landowners.*

### NOTICE OF JOB OPENING BUYER

**Applications Accepted April 10, 2017 through April 24, 2017**

**Monthly Salary Range:** \$4,131-\$5,021

**Web Address:** [wwd.ca.gov](http://wwd.ca.gov)

#### MINIMUM QUALIFICATIONS

- Example 1:** **Education:** Completion of one (1) year of college (30 semester units), including course work in purchasing, public or business administration, or related field, **and**  
**Experience:** Three (3) years of experience in a responsible position performing activities in purchasing of supplies, inventory control, and procurement work experience that included; preparing, reviewing, and/or evaluating requisitions, bids, and/or contracts, or any combination thereof; **OR**
- Example 2:** **Experience:** Four (4) years experience performing administrative support, clerical, technical, paraprofessional work which involved the knowledge, interpretation, and application of policies rules, regulations, and procedures calling for interaction with vendors/contractors, the public, staff at various organizational levels, or representatives from other agencies or organizations.
- Standard Requirement:** Possession of a valid Class C California Driver's License with a driving record acceptable to the District's automobile insurance provider is required. Ability to type 35 WPM and lift supplies and materials up to 50 pounds.

**Job Description:** The Buyer procures materials, supplies, services, equipment and performs clerical work related to purchasing records for historical purposes.

The duties of the Buyer position includes, but are not limited to reviewing and evaluating Purchasing Requests for quality, suitability, budget coding, and quantity of materials, supplies, and equipment; along with clarification and adherence to District policies and procedures. The Buyer will place orders to purchase standard and nonstandard materials, supplies, and equipment and assist in the follow-up on contracts for materials supplies, and equipment. This position will confer with District Departments and correspond with vendors regarding quality, cost, terms, delivery, discounts, or transportation of ordered materials; makes adjustments when errors have occurred. The Buyer will locate sources of supply; perform price and cost analysis; evaluate quality and suitability of supplies and materials, along with recommending diverse sources for purchasing materials, supplies, and equipment. This position will provide purchasing planning and control information by collecting, reviewing, and summarizing data and trends and will also prepare reports, correspondence, and statistical data; maintain records and files. The Buyer will assist in the preparation materials and evaluation of informal and formal bids as appropriate.

#### HOW TO APPLY

Submit Westlands Water District Employment Application **and** your responses to the Supplemental Application no later than **Monday, April 24, 2017** by mail at P.O. Box 6056, Fresno, CA 93703 **or** drop off in person between 8:00 a.m. to 5:00 p.m., Monday through Friday. Resumes may be included with application materials; however, will not be accepted in lieu of completed application materials. Application materials can be obtained online at [wwd.ca.gov](http://wwd.ca.gov) or picked up from the Fresno Office.

***Emailed and faxed application materials OR post marks will not be accepted.***

## SELECTION PROCESS

Required Application Materials: Westlands Water District Employment Application **and** your responses to the Supplemental Application must be submitted no later than the final filing date to be considered for the recruitment.

Applicants meeting the minimum qualifications and filing requirements may be scheduled for a written examination followed by an oral panel interview.

***Should you feel you need special accommodations for the written examination and/or interview due to a qualifying disability, please contact the Human Resources Department at (559)241-6236 immediately.***

Verification of Employment: The District conducts verification of a candidate's employment history, education and training and other information contained in the Employment Application and any other materials submitted by a candidate in an application packet.

Conditional Offer of Employment: An offer of employment will be conditioned upon legal ability to work in the United States; passing a medical examination, which will include a drug screening; and verification of a candidate's employment history, education and training, other information contained in the Employment Application, and any license requirements. As part of selection process, you are required to complete and submit the Candidate Conviction History Questionnaire which will be provided to you during the recruitment process.

Questions: Contact the Human Resources Department at (559) 241-6236.

## BENEFIT PACKAGE

- Retirement Benefits: Benefits are provided through CalPERS - 2% at 62 Plan (effective 01/01/13). Unused medical leave can be converted up to six months of service credit upon service retirement.
- Health Benefits: Six (6) medical benefit plans offered through CalPERS. The District participates in an HRA Plan and contributes a maximum of \$382 towards the premium for the employee and the employee's eligible family members (if applicable).
- Dental Insurance: The District contributes 100% of the premium for the employee and the employee's eligible family members.
- Vision Insurance: The District contributes 100% of the premium for the employee; the District and the employee share the premium for the employee's eligible family members.
- Life Insurance: The District contributes 100% of the premium for life insurance and AD&D in the amount of one times the employee's annual salary.
- Holidays: Employees receive eleven (11) paid holidays.
- Vacation and Medical Leave: Vacation leave is accrued at the rate of 12 days/year, increasing to 16 days/year after 5 years of service, and 20 days/year after 10 years of service. Medical leave accrual rates vary by bargaining unit from 10 to 12 days/year.
- Disability Insurance: The District covers 100% of the premium for the employee.
- Employee Assistance Program: Available to employees and their household members.
- Optional District Benefits include:
  - Additional Life Insurance
  - Section 125, Flexible Spending Plan
  - Eligibility to join District's sponsored credit unions: Fresno County Federal County Union, Golden One Credit Union or Valley First Credit Union

NOTE: You should be aware that the District does not participate in Social Security or State Disability Insurance. This may affect Social Security benefits you have already earned upon retirement.

**Westlands Water District is an Equal Opportunity/ADA Employer**