



PO Box 470 • 255 Sarazin Street
Shakopee, Minnesota 55379
Main 952.445-1988 • Fax 952.445-7767
www.shakopeeutilities.com

Procurement Specialist

Shakopee Public Utilities is now accepting applications for a Procurement Specialist. Duties are to procure equipment and materials according to departmental and organizational policies and procedures. This position orders equipment and materials for all departments, as well as vehicles and special equipment for major projects, ensuring they are purchased at the best available price, arrive timely, and in compliance with the purchasing policy. Ability to manage material requirements and demand forecasts to increase inventory turns and maintain appropriate on hand inventory levels. Prepares purchase orders for material and inventory procurement. Negotiate and approve pricing, contracts and purchase commitments for materials, supplies and services. Maintains licenses and titles for all vehicles, including ordering license plates and purchasing appropriate tabs, insurance etc. Communicates and works collaboratively and professionally with engineers, as well as the electric and water departments to ensure they receive all necessary materials on time for upcoming projects. Assists with the year-end inventory process by counting, tabulating, and reconciling any discrepancies in the organization's final counts.

Qualifications include: Associates degree in Accounting or Business Administration, purchasing experience required, Utility experience preferred and NISC software experience, desired. Must also have the ability for advanced mathematical concepts such as exponents, quadratic equations, and permutations.

Valid State of MN Class "D" Driver's license required. Ability to have or obtain a Forklift certificate within 6 months of employment.

Submit resume and application to HR@shakopeeutilities.com or by to mail to Shakopee Public Utilities, Attn: Human Resources, PO Box 470, 255 Sarazin Street, Shakopee, MN 55379-0470. For an application form, visit our web site at www.shakopeeutilities.com. **Deadline for applications is September 16, 2022.**





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**SHAKOPEE PUBLIC UTILITIES
POSITION GUIDE**

July 2022

Position Title:

Procurement Specialist

Department:

Planning and Engineering

FLSA Status: Non-Exempt

Organizational Relationship:

Reports to: Director of Planning and Engineering

Supervises: None

Position Summary:

Procures equipment and materials according to departmental and organizational policies and procedures.

Essential Duties and Responsibilities:

- Orders equipment and materials for all departments, as well as vehicles and special equipment for major projects, ensuring they are purchased at the best available price, arrive timely, and in compliance with the purchasing policy. Manage material requirements and demand forecasts to increase inventory turns and maintain appropriate on hand inventory levels.
- Gathers and evaluates quotes for materials needed.
- Prepares purchase orders for material and inventory procurement.
- Negotiate and approve pricing, contracts and purchase commitments for materials, supplies and services in accordance with purchasing policy.
- Maintain licenses and titles for all vehicles, including ordering license plates and purchasing appropriate tabs, insurance etc. Communicates and works collaboratively and professionally with engineers, as well as the electric and water departments to ensure they receive all necessary materials on time for upcoming projects.
- Effectively communicates with vendors to ensure the correct equipment and materials are ordered. Works with vendors to negotiate volume and cash transaction discounts, including any other available discounts.
- Ensures that purchasing documents are complete and accurate and include appropriate and reasonable terms and conditions.
- Ensures all invoices are paid within 31 days or follows up as to why invoices are not timely.
- Tracks vehicle maintenance utilizing spreadsheets and NISC software.
- Collaborate with departments to order required uniforms.
- Ensures inventory is maintained and secured in shop areas.
- Establishes and maintains recordkeeping system for purchasing.
- Compile, review and analyze data and reports.



- Assists with the year-end inventory process by counting, tabulating, and reconciling any discrepancies in the organization's final counts.
- Performs other related duties as assigned.
- Reconciles packing slips to purchase orders to ensure all materials received match the order and arrive as scheduled. Reconciles open purchase orders on a weekly basis.

Teamwork - Builds trust and collaboration; encourages debate and challenging dialogue; assures that all voices are heard; fosters commitment; holds self and others accountable and assures results.

Backs up Inventory Specialist as needed. Cross trains to fulfill such additional tasks as needed.

Communications - Excellent interpersonal and customer service skills; Excellent organizational skills and attention to detail; Excellent written and verbal communication skills with proven negotiation skills. Actively seeks input; able to influence and move things forward; able to communicate both positive and negative information for best results.

Problem Solving – Ability to analyze symptoms, look beneath the surface, identify what is wrong, find strategic alternatives and solutions;

Change Management – Initiates and/or manages the change process with the ability to effectively create, lead, and implement change and energizes it on an ongoing basis; takes steps to remove barriers or accelerate its pace.

Customer Service - Responsively addresses the needs of the customer by having appropriate material on hand; .

Results - Focuses on results and delivering value; moves tasks and assignments toward closure; maintains high service commitment.

Safety – Demonstrates a commitment to safety by following safety rules and guidelines and understands the importance of an inspiring safety culture in the organization. Creates and maintains a safety culture of zero incidents or injuries within the department. Meets 100% participation at all safety meetings and training requirements.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty. The requirements listed below are representative of the knowledge, skills, and/or abilities required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Preferred Qualifications:

- Associates degree in Accounting or Business Administration.
- Purchasing experience required.
- Utility experience preferred.
- National Information Solutions Cooperative (NISC) software experience, desired.

Knowledge: Knowledge of the types of equipment and materials used in the day-to-day operations of the electric and water departments, and a willingness to learn how those parts function, interconnect, and contribute to specific projects.

Language Ability: Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the public.

Reasoning Ability: Ability to follow verbal and written instructions.

Mathematical Skills: Ability to advanced mathematical concepts such as exponents, quadratic equations, and permutations. Ability to apply mathematical operations to such tasks as frequency distribution, determination of test reliability and validity.

Computer Skills: Proficient in Microsoft Office Suite or similar software. Working knowledge of computerized inventory control systems.

Certificates and Licenses: Valid State of Minnesota Class “D” Driver’s license is required and/or obtain a Forklift certificate within 6 months of employment.

Work Environment:

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers and laptop computers, photocopiers, and smartphones. Occasionally there is outdoor work, exposure to extreme hot and cold, and chemicals (OSHA defined).

Position Essential Physical Requirements:

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.

While performing the duties of this job, the employee is required to sit, stand, walk, lift, push, pull, carry, bend at the waist, kneel and use all muscles, hands and fingers. At times the employee will climb, twist upper body, reach, crouch, use leg muscles, perform over shoulder height work and drive a company vehicle. Must be able to lift up to 15 pounds at times. Must be able to physically access and maneuver in all areas of the facility to determine purchasing needs.



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The duties listed above 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. The Position Guide does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of Shakopee Public Utilities and the requirements of the job change.