



Purchasing Technician I/II

Agency/Department: Administrative Services Liaison

Reports to: Chief Financial Officer
Supervises: N/A

JOB SUMMARY:

Under general supervision, performs routine and complex clerical work in purchasing goods and services such as materials, equipment, tools, parts, supplies, and services; consulting with and assisting departments concerning purchasing procedures and needs and related duties as required.

SUPERVISION RECEIVED/EXERCISED

Purchasing Technician I – Works under the general guidance and direction of the Chief Financial Officer.

Purchasing Technician II – May exercise direct supervision over Customer Service Representatives, or other paid and unpaid workers as assigned. Supervision shall be exercised specifically in receiving merchandise and in the physical inventory count.

DISTINGUISHING CHARACTERISTICS:

Purchasing Technician I – This position is the entry-level class and performs responsible work duties related to the District's purchasing needs. The incumbent is expected to meet deadlines through effective organization and prioritization of work. The Purchasing Technician I must be tactful, resourceful and ethical in dealing with vendors, the public, and District staff.

Purchasing Technician II – The level II position is the experienced working level in the series and is expected to function with more independence, possess more detailed knowledge of purchasing policies and procedures and to perform the full range of responsible purchasing activities, including preparation of formal request for proposal and bids. The Purchasing Technician II is expected to meet deadlines through effective organization and prioritization of work and must be tactful, resourceful and ethical in dealing with vendors, the public, and District staff.

All positions assigned to this class require the ability to work independently exercising judgment and initiative and the ability to train others.

EXAMPLES OF ESSENTIAL DUTIES:

- Reviews requisitions for accuracy; Confers with vendors to obtain product or service information such as price, availability, and delivery schedule; Prepares Purchase Orders including Accounting Codes and accrued Sales Tax. Continue process by obtaining proper authorization. Assigns a Purchase Order number when the Requisition Order has been completed and authorized. Maintains a Purchase Order Log Book.
- Gathers and compares information regarding price, quality, availability, and related information for varied services, equipment and materials; determines the method of procurement such as direct purchase, request for proposal, or formal bid.

- Issues equipment and clothing to new hires and whenever replacements are needed. Gathers the appropriate materials, information, catalogs, etc. for employee clothing allowance purchases. Maintains a record of clothing issued and balance of allowance.
- Places order of goods when Purchase Order has been authorized. May use District Credit Card to purchase items when authorized. Purchases may be made on line, over the telephone, or in person. A Credit Card Log shall be maintained with supporting documentation. Note that the Purchasing Technician is not authorized to use Credit Card unless a Purchase Order has been authorized.
- Maintains procurement records such as items or services purchased costs, delivery, and inventories.
- Determines defective or unacceptable goods or services with users, vendors, and others to determine source of trouble and takes corrective action.
- Maintains a variety of material, supply, equipment, and other lists of items required by the District; maintains lists of vendors supplying said items.
- Maintains records for check-out and return of tools or special equipment, i.e., water hydrant rental. Collects deposits and accounts for water consumption and rental revenue.
- Issues purchase order number for authorized purchases quarterly and as needed; checks all invoices to ensure correct pricing and resolves any pricing differences.
- Ensures materials, equipment, tools, parts, and supplies have been properly received, unpacked, and checked by responsible department or receiving staff and placed in inventory or distributed to appropriate department.
- Responsible for inventory control and counts: Maintains proper inventory levels and determines best items to keep in inventory versus purchasing from vendors as needed, supervises the dispensing of merchandise. Takes a physical inventory of Fuel monthly on last day of month or day closest. Takes a physical inventory of Parts and Supply Inventory quarterly and report to the Accounting Department; Have physical inventory count taken of aggregates quarterly. Have monthly physical count taken of Event Center alcohol inventory. Results of all physical inventories are reported to the Accounting Department.
- Responsible for the preparation of Material Requisition "form" being completed by personnel withdrawing parts from inventory; records inventory usage in computerized system.
- Maintains supply and inventory storage areas in a neat, organized, and orderly fashion.
- Researches various methods of purchasing items, including telephone, internet, bidding, using purchasing contracts, and joint procurement programs sometimes referred to as "Piggybacking".
- Coordinates disposal of equipment, materials and vehicles from all departments with Board approved items as "surplus".
- Makes recommendations for modifications to the Purchasing Procedure Manual to the Chief Financial Officer.
- May assist other departments on special projects; may provide clerical/accounting support within the department.
- May be required to respond to emergency situations outside of established working hours.

- May serve on employee committees as assigned.
- Performs other duties as assigned.

Additional duties for the Purchasing Technician II:

Prepares bid documents, including calls for bid, general conditions, specifications, etc. for purchases requiring formal bidding procedures.

Reviews bid proposals and negotiates contracts within budgetary limitations and scope of authority.

MINIMUM QUALIFICATIONS:

Any Combination of education and/or experience that provides the required knowledge, skills, and abilities to perform the essential functions of the position. A typical combination includes:

EDUCATION AND EXPERIENCE:

Purchasing Technician I:

- Graduation from a high school or GED equivalent and,
- Minimum two years' experience in the performance of basic bookkeeping and accounting duties, purchasing, business or public administration or related field.
- Any equivalent combination of education and experience.

Purchasing Technician II:

- Equivalent to an Associate of Arts degree from an accredited college or university with major course work in business administration, computerized inventory, public administration, economics or a related field or;
- Possession of a nationally recognized purchasing certificate such as a Certified Professional Public Buyer and;
- Three (3) years of specialized course work in bookkeeping, accounting, purchasing, business or public administration or a related field

DESIRED KNOWLEDGE, SKILLS, ABILITIES:

Ability to:

- Ability to perform basic bookkeeping and accounting duties.
- Analyze and process purchasing requisitions, vouchers, and make purchasing decisions accordingly.
- Prepare requests for quotes and proposals, specifications, and other purchasing documents.
- Maintain purchasing and inventory records.
- Assume responsibility, make accurate decisions and use good judgment in recognizing scope of authority.
- Maintain cooperative working relationship with all public and District employees contacted in the performance of duties.
- Obtain a forklift operator certificate.
- Learn and use utility software.

Knowledge of:

- High school level mathematics, basic bookkeeping and accounting duties.
- Standard office procedures, and operation of general office equipment including familiarity with Microsoft Windows environment, personal computers, copiers, fax machines, etc.
- Proficiency in Microsoft Word, Excel, and Outlook. Sufficient keyboard speed and accuracy to enter and retrieve data from computer terminal efficiently.

LICENSES/CERTIFICATIONS:

Possession of a valid driver's license along with a driving record acceptable to the District and the District's insurance carrier.

Possession of or the ability to obtain certification in forklift operation.

TOOLS AND EQUIPMENT USED:

Modern office equipment such as use of personal computer, accounting software, word processing, phone, calculator, copy machine, fax machine, cell phone, forklift, hand truck, and postage machine.

PHYSICAL AND MENTAL DEMANDS:

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 in compliance with Americans with Disabilities Act (ADA) requirements. On a case-by-case basis, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this job, the employee is frequently required to sit, talk, hear, use keyboard, view monitor, and use phones. The employee will occasionally be required to lift and/or move up to 50 pounds and may need to carry for approximate distance up to 50 feet, bend, reach with hands and arms, use fingers to write or type and handle or feel, walk, carry documents, crouch, stoop, kneel, climb stairs, use of step ladder in lifting and lowering of documents. Long periods of looking at computer monitor.

Requires occasional use of office machinery such as copier, hole punch, binding machine, calculator, fax machine, postage machine, laminator, and forklift. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderately quiet, but can be moderately noisy depending on specific location. The work environment can be quite hectic and requires an ability to perform multiple tasks and maintain considerable tact when dealing with others, regardless of how they treat you.

While performing the duties of this job, the employee is occasionally exposed to dust, noise, pollens, and fumes.

May occasionally be exposed to inclement weather.

FLSA Exemption status: Non-exempt, Classified

Employee Unit: General Unit

Job Family: Administration - Finance

Class Progression:

- G/L Accountant
- Purchasing Technician I/II
- Accounting Technician I/II

Date of Last Revision: _____

Approved By: _____

Date: _____