



Purchasing Technician

DEFINITION:

Under direction, performs variety of technical and clerical duties in purchasing goods and services for the District; areas of responsibility include sourcing and procuring, equipment, tools, parts, supplies, and services; consults with and assisting departments concerning purchasing needs and the best method of procurement.

SUPERVISION RECEIVED AND EXERCISED:

Receives direction from assigned management and supervisory staff. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS:

This is a fully qualified journey-level classification. Positions at this level perform the full range of duties as assigned working independently, and exercising judgment and initiative, receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only):

Reasonable accommodations may be made on a case-by-case basis, to enable individuals with disabilities to perform the essential functions of the job.

- Reviews requisitions for accuracy; confers with vendors to obtain product or service information such as price, availability, and delivery schedule; prepares Purchase Orders and obtains authorized signatures; conducts procurement transaction in the most expeditious manner.
- Gathers and compares information regarding price, quality, availability, and related information for varied services, equipment and materials.
- Issues equipment and clothing to new hires and replacements as needed; obtains necessary information for purchasing materials; maintains a log of clothing purchased for each eligible employee and the balance on his or her allowance account.
- Maintains procurement records such as items or services purchased costs, delivery, and inventories; checks all invoices to ensure correct pricing and resolves any pricing differences.
- 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 and approved vendors for same. Ensures materials, equipment, tools, parts, and supplies have been properly received, distributed to requesting department, or placed in inventory.
- Responsible for inventory control and counts: maintains proper inventory levels and determines best items to keep in inventory; oversees the dispensing of merchandise; takes physical inventories as required and presents findings to the Accounting Department.
- Utilizes a forklift when needed to receive and manage inventory.
- Prepares documentation to be 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 and advises departments on most favorable methods of procurement. 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.
- Performs other related duties as assigned.

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:

Equivalent to completion of the twelfth (12th) grade supplemented by specialized training or coursework in bookkeeping, or purchasing, and two (2) years of experience providing technical support to a purchasing program.

Completion of college level accounting courses and/or possession of a nationally recognized purchasing certificate such as a Certified Professional Public Buyer is desirable.

KNOWLEDGE OF:

- A variety of sources for equipment, materials, goods and services commonly used by the District.
- District procurement rules and regulations.
- Methods and techniques of monitoring and tracking inventory.
- Multiple methods for procuring goods and services.
- Business arithmetic and basic financial techniques.
- Purchasing order development practices and procedures.
- Record-keeping principles and procedures.
- Forklift operations.
- District and mandated safety rules, regulations, and protocols.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers, software programs, copiers, fax machines, etc. relevant to work performed.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.

ABILITY TO:

- Research and recommend sources for the procurement of goods and services.
- Identify needs and determine the most beneficial procurement method.
- Conduct physical inventories and maintain sufficient levels of supplies and goods needed.
- Examine 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.
- Enter and retrieve data from a computer with sufficient speed and accuracy to perform assigned work.
- Establish and maintain a variety of filing, record-keeping, and tracking systems.

- Understand and follow oral and written instructions.
- Organize own work, set priorities, and meet critical time deadlines.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

LICENSES AND 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 within six (6) months from date of hire, a 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, pallet jack, hand truck, and hand tools.

PHYSICAL 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 the Americans with Disabilities Act (ADA) requirements. Reasonable accommodations may be made, on a case-by-case basis, to enable individuals with disabilities to perform the essential functions.

Must possess mobility to work in a standard office setting and use standard office equipment for prolonged periods of time, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Employees will occasionally be required lift, carry, push, and pull materials and objects weighing up to 50 pounds, to 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.

ENVIRONMENTAL CONDITIONS:

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, on a case-by-case basis, to enable individuals with disabilities to perform the essential functions.

Majority of employees' work is performed in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.