

PURCHASING TECHNICIAN

BASIC FUNCTION:

Under the direction of the Purchasing Agent, process and expedite purchase orders; research products and obtain quotes; assure products are received in a timely manner and resolve issues related to orders received; perform clerical duties in support of the purchasing function.

REPRESENTATIVE DUTIES:

- Process, place and expedite authorized requisitions for the District; obtain necessary authorizations and process according to established District policies and procedures; travel to District sites or vendor locations to discuss requisitions or expedite orders as needed. **E**
- Communicate with vendors regarding prices, quotations and specifications; tabulate and record bids and quotations; assure prices are in accordance with budgeted funds and determine need for Board approval; develop vendor lists and research status of orders and shipments. **E**
- Assure products are received in a timely manner; inspect incoming stock for conformity to purchase orders and report shortages, damage and other discrepancies; distribute and sort supplies for proper site, department or classroom; document and report damaged items and follow-up on damaged items as appropriate. **E**
- Type a variety of materials such as purchase orders, reports, correspondence, bid specifications and awards, quotations and other purchasing forms and materials as assigned. **E**
- Operate a variety of standard office equipment including typewriter, calculator, computer terminal, and other office equipment as assigned. **E**
- Communicate with various District and accounting personnel to exchange information, resolve discrepancies and correct errors. **E**
- Answer phone and provide assistance and information regarding the status of purchase orders and related purchasing activities; communicate with vendors and sales representatives to research and exchange information or explain District procedures and policies. **E**
- Maintain a variety of records, files and catalogs related to the District purchasing function including vendor files and requisition logs; maintain warehouse inventory. **E**
- Perform other clerical duties including duplicating materials, opening, screening and routing mail and others as assigned.
- Perform related duties as assigned.

KNOWLEDGE OF:

Basic purchasing policies, practices and terminology.
Modern office practices, procedures and equipment.
Financial and statistical record-keeping techniques.
Telephone techniques and etiquette.
Correct English usage, grammar, spelling, punctuation and vocabulary.
Operation of a computer terminal and assigned software.
Oral and written communication skills.
Basic bid preparation and procedures.
Interpersonal skills using tact, patience and courtesy.
Inventory methods.
Proper methods of lifting.

ABILITY TO:

Learn and apply policies, practices and terminology used in purchasing supplies and materials for a school district.
Operate a variety of office equipment including a computer terminal and other office equipment.
Perform a variety of clerical support duties such as statistical typing, duplications, filing and record-keeping.
Add, subtract, multiply and divide quickly and accurately.
Understand and follow oral and written directions.
Establish and maintain cooperative and effective working relationships with others.
Meet schedules and time lines.
Maintain records and prepare reports.
Communicate effectively both orally and in writing.
Type 50 wpm net from clear copy; original certificate dated within 6 months is acceptable.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and two years of responsible clerical and record-keeping experience including one year in a purchasing or accounting office.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:**ENVIRONMENT:**

Office environment.
Driving a vehicle to conduct work.
Fumes, dust and odors.
Constant interruptions.

PHYSICAL ABILITIES:

Hearing and speaking to exchange information in person and on the telephone.
Seeing to read a variety of materials and inspect orders.
Dexterity of hands and fingers to operate a computer keyboard, warehouse equipment and tools.
Lifting, carrying, pushing or pulling heavy objects.
Reaching overhead, above the shoulders and horizontally.
Bending at the waist, kneeling or crouching.
Climbing ladders to reach warehouse stock.
Sitting or standing for extended periods of time.

HAZARDS:

Working on ladders at heights.
Driving a vehicle during adverse weather conditions.

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