



JULY 2009
FLSA: NON-EXEMPT

PURCHASING TECHNICIAN

DEFINITION

Under general supervision, performs a variety of technical and administrative activities in support of the District's purchasing function; reviews and processes purchase orders and requisitions, determines the appropriate method of procurement, and evaluates response time and quality of goods received; purchases quantity items and services economically, efficiently, and in accordance with established policies, procedures, and guidelines; consults with staff regarding their inventory and supply needs; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Purchasing Agent. Exercises no supervision of staff. May exercise technical and functional direction over and provide training to lower-level staff or student workers.

CLASS CHARACTERISTICS

This class is responsible for receiving, maintaining, and distributing the inventory of materials, parts, supplies, tools, and equipment required for District operations. Following District policies and procedures, incumbents qualify suppliers and/or vendors and determine fair pricing, delivery dates, and product quality. Incumbents perform the full range of duties as assigned and must have the ability to work independently. The class is distinguished from the Purchasing Agent in that the latter is a professional-level class responsible for contracts and purchasing program administration and requires a four-year degree.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Receives, reviews, and processes requisitions; determines appropriate methods of procurement in accordance with District policies and guidelines.
- Expedites purchase orders and requisitions within established procedures; evaluates delivery response time, quality of goods and services, District schedules, invoice procedures, and vendor dependability.
- Ensures compliance with a variety of laws, codes, regulations, and restrictions related to the procurement of goods and services for the District; evaluates and recommends cost savings methods.
- Inspects goods received for quality, quantity, and correctness; verifies and checks items received against catalogs and manufacturer's identification, model or parts number; pulls, boxes, checks, picks up, and delivers orders filled.
- Works with District staff to check inventory levels and prepares requisitions to replenish stock; obtains quotes from vendors and places orders for inventory items; maintains lead times on material back orders and delivery dates.

- Participates in pre-bid conferences and provides vendors with required and requested information.
- Interviews and corresponds with vendors; coordinates demonstrations of vendor materials, products, and services.
- Provides technical expertise and assistance to District administrators and staff regarding the status of purchased materials, equipment, and supplies; resolves problems or complaints; meets with District staff to obtain data, interpret information, and answer questions; prepares correspondence independently to answer questions, request information, or provide explanations.
- Coordinates special projects as assigned.
- Operates standard office equipment, including job-related computer hardware and software applications, facsimile equipment, and multi-line telephones; may operate other assignment-specific equipment; may perform basic maintenance and troubleshooting on assigned equipment.
- Maintains accurate records of work performed.
- May participate and assist in the administration of the assigned office; may organize and coordinate activities associated with the office.
- May provide training to lower-level and new staff as required.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Standard materials, supplies, parts, and tools used in daily operations.
- District purchasing and supply ordering policies, procedures, and requirements.
- Basic research and data analysis techniques.
- Applicable codes, regulations, policies, technical processes and procedures, including applicable sections of State Education Code.
- Business letter writing and the standard format for reports and correspondence.
- Principles and practices of data collection and report preparation.
- Business mathematics and basic statistical techniques.
- Recordkeeping principles and procedures.
- Modern office administrative and secretarial practices, methods, computer equipment and computer applications related to work, including word processing, database, and spreadsheet applications.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, students, and District staff, including individuals of various ages, various socio-economic and ethnic groups.

Ability to:

- Understand the organization and operation of the District and of outside agencies as necessary to assume assigned responsibilities.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Interpret, apply, explain, and ensure compliance with applicable Federal, State, and local policies, procedures, laws, and regulations.
- Respond to and effectively prioritize multiple phone calls and other requests for service.
- Compose correspondence and reports independently or from brief instructions.
- Make accurate mathematical, financial, and statistical computations.
- Enter and retrieve data from a computer with sufficient speed and accuracy to perform assigned work.
- Establish and maintain a variety of filing, recordkeeping, and tracking systems.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.

- Operate modern office equipment including computer equipment and specialized software applications programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy and legal guidelines in politically sensitive situations.
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to the completion of twelfth (12th) grade and two (2) years of responsible purchasing or inventory control experience. Additional college-level coursework in accounting, business administration, or a related field is highly desirable.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, 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 in 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. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 50 pounds.

ENVIRONMENTAL ELEMENTS

Employees work 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.