

JOB TITLE: PURCHASING TECHNICIAN

BASIC FUNCTION

Under the direction of the Director of Purchasing, performs a variety of general clerical activities concerning the procurement purchase and warehousing of goods, materials, supplies and equipment; receives, reviews and processes requisitions, purchase orders and other related purchasing documentation, purchases assigned groups of materials and supplies.

ESSENTIAL JOB FUNCTIONS

- Performs clerical functions pertaining to the purchase of goods, supplies and equipment, including receiving requisitions and reviewing them for completeness and authorization
- Generates purchase orders and submits them for review and approval
- Assists in updating goods, supplies and equipment files and catalogs
- Matches invoices to packing and receiving slips and purchase orders
- Operates a computer to input purchasing related data and retrieve output reports on a regularly scheduled basis
- Assists with the clerical functions related to the bid opening process
- Assists in the preparation and maintenance of standard purchasing, supply lists, and catalogues
- Performs a variety of clerical functions, including typing, filing and maintaining an automated data management, storage and retrieval system
- Assists in some warehouse functions as assigned
- Maintains suspense files and records and follows up on late deliveries as assigned
- Maintains the District's fixed asset records
- Processes conference requests for regular employees and completing necessary materials, processes requests for funds according to established procedures
- Processes automated conference requisitions, acquires conference information, generates purchase orders
- Perform related duties as assigned

JOB REQUIREMENTS – QUALIFICATIONS

Skills, Knowledge and/or Abilities Required:

Skill to:

- Assemble diverse data and prepare clear and concise reports, correspondence and related material
- Make arithmetical calculations with speed and accuracy

Knowledge of:

- Methods and techniques pertaining to clerical functions of a complex purchasing operation for an educational organization
- Automated data management, storage and retrieval systems
- Standard purchasing terminology
- Laws, rules and regulations and District policy pertaining to the purchasing functions

Ability to:

- Maintain files and records
- Interpret and apply specific rules, policies and procedures of the office or program to which assigned
- Communicate effectively both orally and in writing
- Meet schedules and time lines
- Answer routine questions
- Develop and maintain a complex data filing system
- Operate word processing and data processing equipment
- Work courteously, tactfully and effectively with co-workers and public
- Promote team building and a positive work environment
- Adapt easily to work assignments, additional priorities, and new procedures
- Receive constructive criticism and modify work appropriately
- Prioritize needs and solve problems independently as appropriate
- Maintain high level of professionalism in keeping the needs of customers a top priority
- Understand and carry out oral and written directions

PHYSICAL DEMANDS

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

- Will be expected to perform medium work, which involves lifting no more than 50 pounds at a time with frequent lifting or carrying of objects weighing up to 100 pounds. If someone can do heavy work, we determine that he or she can also do medium, light and sedentary work. *(Per the Code of Federal Regulations – Section 404.1567 “Physical Exertion Requirements”)*
- Sitting for extended periods of time
- Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job

EXPERIENCE AND EDUCATION REQUIREMENT

Experience:

Two years of general clerical experience, involving the purchasing activities of a public or educational agency.

Education:

Equivalent to graduation from high school, including or supplemented by training or coursework in office practices, purchasing or a related field.