

## **PURCHASING TECHNICIAN**

### **Purpose Statement**

The job of Purchasing Technician was established for the purpose/s of sourcing, evaluation and purchasing of supplies and materials in compliance with established purchasing regulations and practices; maintaining adequate quantities of stock; insuring appropriate inventory control systems; resolving issues that may impact the efficiency in the purchasing process and providing quality customer service.

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### **Essential Functions**

- Assists staff and/or vendors (e.g. ordering and purchasing procedures, required documentation, etc.) for the purpose of providing information and facilitating purchasing process in accordance with established policies and guidelines.
- Compiles data from a wide variety of sources (e.g. vendors, staff, public agencies, etc.) for the purpose of analyzing issues, ensuring compliance with a wide variety of purchasing policies and procedures, and/or monitoring purchasing processes.
- Evaluates order documentation (e.g. requisitions, pricing, bid documents, etc.) for the purpose of ensuring proper use of district funds in the acquisition of supplies, equipment and/or services in accordance with established guidelines.
- Maintains purchasing information, files and records (e.g. purchase orders, vender files, etc.) for the purpose of ensuring the availability of documentation in compliance with established policies and regulatory guidelines.
- Monitors location of phones, extensions, and voice mail users for the purpose of creating directories, programming changes, and maintaining systems.
- Monitors purchase orders and warehouse inventories (e.g. deliveries, invoicing, min-max reorder levels, etc.) for the purpose of identifying inventory discrepancies, completing purchasing processes in accordance within require time frames and resolving issues that may delay receipt of requested materials, products and equipment.
- Participates in unit meetings, in-service training, workshops, etc. as required for the purpose of conveying and/or gathering information required to perform functions.
- Performs a variety of duties in the purchasing of supplies (e.g. processing purchase orders, obtaining pricing information, expediting invoicing and deliveries, etc. ) for the purpose of securing items and/or services within budget and in compliance with established guidelines.
- Prepares written materials and electronic purchasing information for the purpose of documenting activities, providing reference, conveying information, and complying with established financial, legal and/or administrative requirements.
- Processes purchasing-related information (e.g. incoming purchase requisitions, purchase orders, etc.) for the purpose of updating and distributing information, authorizing for action and/or complying with established accounting practices.
- Provides direction to warehouse personnel as assigned (e.g. assisting in prioritizing delivery, identifying stock requirements, etc.) for the purpose of supporting the warehouse operations.
- Provides written and verbal instructions for the purpose of assisting phone and voice mail users.
- Recommend vendors based on pricing and conformance to required specifications for the purpose of determining their capability for performing in accordance with order and delivery requirements.
- Researches suppliers including new products and sources of supply for the purpose of ensuring availability of vendors and items as needed.
- Responds to inquiries of vendors and staff for the purpose of resolving purchasing issues and/or ensuring purchases are within state and district requirements/regulations.

- Supports annual physical inventory of warehouse for the purpose of verifying quantities, entering data count and item adjustments to financial system and preparing required reports.

## **Other Functions**

- Assists auditors in providing requested information for the purpose of providing necessary documentation for completion of audit.
- Assists the IT department for the purpose of troubleshooting phone and voicemail problems.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

## **Job Requirements: Minimum Qualifications**

### **Skills, Knowledge and Abilities**

SKILLS are required to perform single, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment; preparing and maintaining accurate records; and utilizing pertinent software applications including specialty telephony systems and software.

KNOWLEDGE is required to perform algebra and/or geometry; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and solve practical problems. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: public purchasing practices; products and materials used in a school programs; pertinent codes, policies, regulations and/or laws; quantity buying techniques; and warehouse operations.

ABILITY is required to schedule activities and/or meetings; often gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize specific, job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; adhering to purchasing guidelines; accurate record keeping; and working with detailed information/data

### **Responsibility**

Responsibilities include: working under direct supervision using standardized routines; leading, guiding, and/or coordinating others; and operating within a defined budget. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

### **Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 80% sitting, 10% walking, and 10% standing. This job is performed in a generally clean and healthy environment.

**Experience** Job related experience is required.

**Education** Targeted job related education that meets organization's prerequisite requirements.

**Equivalency** Cisco " Call Manager" and "Unity"

### **Required Testing**

Pre-employment Proficiency Test  
Pre-employment Physical Exam

### **Continuing Educ. / Training**

None Specified

### **Certificates & Licenses**

None Specified

### **Clearances**

Criminal Justice Fingerprint/Background Clearance  
TB Clearance

### **FLSA Status**

Non Exempt

### **Approval Date**

3/25/2010

### **Salary Grade**

Clas 36