

## Position Description

*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.*

**Job Title:** Purchasing Technician

**Pay Table:** Support

**Pay Grade:** 8

**FLSA Status:** Non-Exempt

**Job Code:** 578

**Reports to:**

### **JOB SUMMARY**

The Purchasing Technician provides general purchasing-related clerical assistance for buyers and other department staff by contacting vendors, preparing bid documents, assisting buyers in preparing bid documents, tabulating bids, processing bid awards, entering and processing data, managing contracts, posting bid information on department web page.

### **ESSENTIAL JOB FUNCTIONS**

- Processes, revises and mails purchase orders.
- Maintains and administers district credit cards.
- Greets visitors and general public.
- Receives and logs incoming bids.
- Assists in training other district secretaries with creating purchase orders and the purchasing rules policies and procedures.
- Assures office supplies and materials are readily available for department use.
- Prepares and processes USPS mail and other internal mailings.
- Assists head secretaries with entering requisitions.
- Maintains and updates Purchasing Department website.
- Calendars schedules for conference room.
- Inputs and maintains vendor information, payment information and research certification, bonds, insurance and other vendor requirements.
- Creates and maintains various files and records, including bid files, contract files, audit files and vendor files.
- Assists other District personnel by addressing purchasing related questions.

### **MINIMUM REQUIREMENTS**

- High School graduation, or equivalent.
- Three years of experience related to the above tasks, knowledge, skills, and abilities, or an equivalent combination of college-level coursework and experience.

**KNOWLEDGE, SKILLS AND ABILITIES**

- Ability to prepare purchase orders.
- Ability to use small office equipment and computers.
- Working knowledge of Microsoft Office.

**PHYSICAL DEMANDS**

Light work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects. The work also requires the following physical abilities in order to perform the essential job functions: feeling, fingering, grasping, handling, hearing, mental acuity, repetitive motion, speaking, talking, visual acuity and walking.

**WORKING CONDITIONS**

Employees in this position work in a safe and secure work environment that may periodically have unpredicted requirements or demands.

*The Davis School District has the right to revise this position description at any time.*