

DINUBA UNIFIED SCHOOL DISTRICT

CLASS TITLE: PURCHASING TECHNICIAN

BASIC FUNCTION:

Under the direction of an assigned administrator, perform a variety of technical duties involved in the purchasing of supplies, materials and equipment for the District or an assigned department; research and obtain related pricing and product information; monitor and maintain appropriate inventory levels of assigned items.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Perform a variety of technical duties involved in the purchasing of supplies, materials and equipment for District or assigned an assigned department; assure timely delivery of assigned goods in accordance with established policies and procedures; assure purchasing activities comply with established guidelines and regulations.

Order District or department supplies and equipment in accordance with established policies and procedures; compare and evaluate bids and quotations; select and recommend vendors according to price, product quality and vendor reliability.

Research and compare vendors and other sources of supply; obtain written or verbal quotations and bids; confer with vendors and contractors concerning price, specifications, product information, availability, deliveries, services and other related matters.

Process user additions, changes, deletions and budget modifications related to outside vendor services; monitor, adjust and assure accuracy of vendor product and pricing information.

Monitor and maintain appropriate inventory levels of assigned items in accordance with department and District needs; enter orders and received products into an assigned inventory system; review inventory records, estimate supply needs and place orders to maintain adequate supply levels.

Prepare, process and distribute District or department purchase orders; review and inspect orders to assure completeness and accuracy of information; obtain correct information as needed; verify accuracy of delivery records, product and quantity.

Compile information and prepare and maintain a variety of records, reports and files related to purchase orders, vendors, inventory, forms, contracts, deliveries and assigned activities; maintain and update vendor lists.

Develop, update and maintain District forms and documents as directed; modify forms to meet District needs as assigned.

Maintain contact with staff and vendors to resolve purchase order and delivery issues, discrepancies

and problems; follow up on order status and delayed shipments; return merchandise to vendors and order replacement products according to established procedures.

Serve as a technical resource to District personnel concerning purchasing functions; respond to inquiries and provide detailed and technical information concerning related orders, products, returns, equipment, supplies, practices, policies and procedures.

Communicate with District personnel and various outside agencies to exchange information, coordinate activities and resolve issues or concerns; prepare and distribute a variety of correspondence related to assigned purchasing functions; receive visitors and phone calls and refer visitors to appropriate personnel as needed.

Operate a variety of office equipment including a calculator, copier, scanners, fax machine, typewriter, computer and assigned software.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Purchasing practices and procedures.
- Basic accounting practices, procedures and terminology.
- Modern office practices, procedures and equipment.
- Rules, laws and regulation related to assigned department.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Telephone techniques and etiquette.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Operation of a computer and assigned software.
- Record-keeping and report preparation techniques.
- Inventory practices and procedures.
- Mathematical computations.

ABILITY TO:

- Perform a variety of technical duties related to the purchasing of food, services, supplies and equipment.
- Prepare, review, verify and process purchasing forms and documents.
- Obtain pricing and related purchasing data.
- Learn and apply established rules, regulations, policies and procedures related to the purchasing function and assigned department.
- Research vendors and maintain vendor lists.
- Monitor and maintain assigned inventories.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Meet schedules and time lines.
- Understand and follow oral and written instructions.

Operate a computer and assigned software.
Maintain records and prepare reports.
Add, subtract, multiply and divide quickly and accurately.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school supplemented by college level coursework in a related field and two years of clerical accounting or purchasing experience.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor environment.
Office environment.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.
Hearing and speaking to exchange information in person or on the telephone.
Seeing to read a variety of materials.
Sitting for extended periods of time.
Reaching overhead and above shoulders to retrieve files.
Lifting and carrying light objects.

Employee _____ Date _____

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.

Board Approved: March 9, 2017

