

BURBANK UNIFIED SCHOOL DISTRICT

CLASS TITLE: PURCHASING TECHNICIAN

BASIC FUNCTION:

Under the direction of an assigned supervisor, perform responsible technical duties in the coordination and purchase of supplies, materials, equipment and services.

REPRESENTATIVE DUTIES:

Prepare and process master contracts and service agreements.

Research available vendors and update pricing.

Develop and distribute order forms to sites, collect orders, and compile District orders.

Issue purchase orders involved in the purchasing of materials including maps, subscriptions, production printing supplies, textbooks, workbooks, library and specialty items; communicate with vendors as needed.

Assist in preparing and writing specifications for bids, receive bids, tabulate and analyze data.

Recommend supplier to be awarded based on price and conformance to specifications.

Interview vendors regarding new merchandise and new sources of supply.

Provide clerical support and assistance to Buyers and other purchasing staff as needed; obtain quotations and follow-up information; tabulate and record bids and quotations.

Receive and review requests for printing; issue purchase orders for outside printing or send to appropriate in-house printer; review proof for accuracy and quality.

Compose and revise a variety of materials such as purchase orders, reports, correspondence, bid specifications, quotations and other purchasing forms and materials.

Communicate with various District and accounting personnel to exchange information, resolve discrepancies and correct errors.

Establish and maintain appropriate elementary textbook stock quantities as per specifications.

Provide assistance and information regarding the status of purchase orders and related purchasing activities.

Maintain a variety of records, files and catalogs related to the District purchasing function.

Perform a variety of clerical duties in support of the purchasing function such as typing, duplicating, filing and answering phones.

Provide work direction and guidance to clerical support personnel.

Perform other duties as assigned related to job description.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Education Code provisions and District and department purchasing policies and procedures.

Basic purchasing procedures, terminology and inventory control and warehousing methods and procedures.

Types and sources of supplies, materials and equipment used in a school district.

Modern office practices, procedures and equipment.

Record-keeping techniques.

Basic research methods.

Interpersonal skills using tact, patience and courtesy.

Telephone techniques and etiquette.

Oral and written communication skills.

Proper use of English: grammar, spelling, punctuation and vocabulary.

ABILITY TO:

Exercise sound judgment in the purchase of a variety of materials, supplies and equipment.

Perform difficult complex clerical work in the checking and correction of purchasing inventory records.

Operate a variety of equipment including computer and assigned software.

Work cooperatively and effectively with others.
Develop and maintain records.
Communicate effectively both orally and in writing.
Maintain and prepare reports.
Meet schedules and time lines.
Work independently with little direction.
Learn, follow, apply and explain rules, regulations, policies and procedures.
Type at 30 words per minute from clear copy.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school or high school equivalency and two years of responsible clerical and record-keeping experience preferably in a purchasing office.

WORKING CONDITIONS:

Typical office environment.
Subject to exposure to communicable diseases.