

## **DINUBA UNIFIED SCHOOL DISTRICT**

### **CLASS TITLE: EXPANDED LEARNING PURCHASING TECHNICIAN**

#### **BASIC FUNCTION:**

Under the direction of the **(TBD)** Director or designee, perform a variety of technical duties involved in the purchasing of supplies, materials, and equipment for the Expanded Learning; research, evaluate, and obtain related pricing and product information; monitor and maintain appropriate inventory levels of regular store stock items.

#### **REPRESENTATIVE DUTIES:**

##### **ESSENTIAL DUTIES:**

Perform a variety of technical duties involved in the purchasing of supplies, materials and equipment for Expanded Learning; assure the smooth and timely delivery of Expanded Learning goods in accordance with established policies, regulations and procedures.

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

Research and evaluate 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 regular store stock items in accordance with Expanded Learning needs; review inventory records, estimate supply needs, and place orders to maintain adequate supply of stock; process stock adjustments as needed.

Prepare, process, and distribute purchase orders; review and inspect orders to assure accuracy, completeness, and proper cost calculations, addresses, and vendor and product information; obtain correct details 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, capital outlay, contracts, deliveries, and assigned activities; maintain and update vendor lists.

Develop, update and maintain Expanded Learning forms and documents as directed; modify forms to meet Expanded Learning needs.

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

## **Expanded Learning Purchasing Technician- Continued**

and problems; follow up on delayed shipments, discrepancies, and order status; return merchandise to vendors and order replacement products as appropriate.

Serve as a technical resource to Expanded Learning 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 Expanded Learning personnel and various outside agencies to exchange information, coordinate activities, resolve issues or concerns; prepare and distribute correspondence related to assigned purchasing functions. Update and maintain department webpages and upload reports and department procedures and memorandums.

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

Develop, update and maintain contracts for Expanded Learning printers/copiers as directed, process related changes, additions, deletions and cancellations.

Maintain asset control database, monitor and affix inventory tags to products as needed; update related inventory information and records; identify and modify records in response to obsolete equipment as necessary.

### **OTHER DUTIES:**

Perform related duties as assigned.

### **KNOWLEDGE AND ABILITIES:**

#### **KNOWLEDGE OF:**

Purchasing policies, practices, procedures and terminology.

Local contractors, vendors and sources of supply.

Technical aspects of researching, comparing, and purchasing services, supplies, and equipment.

Marketplace and commodity prices and practices.

Use and terminology of requisitions, purchase orders, and other purchasing documents: record-keeping and report preparation techniques.

Inventory practices and procedures.

Operation of a computer and assigned software. Interpersonal skills using tact, patience, and courtesy.

Oral and written communication skills.

Correct English usage, grammar, spelling, punctuation, and vocabulary.

Mathematical computations.

#### **ABILITY TO:**

Perform various technical duties involved in purchasing supplies, materials and equipment for Expanded Learning.

Research, obtain, and evaluate verbal and written price quotations and product information. Monitor and maintain appropriate inventory levels of regular store stock items.

Prepare, review, verify, and process various Expanded Learning forms and documents. Order items and services in accordance with established policies and procedures.

## **Expanded Learning Purchasing Technician- Continued**

Select vendors according to price effectiveness, product quality, and vendor reliability.  
Learn, interpret, apply, and explain laws, codes, rules, regulations, policies, and procedures.  
Operate a computer and assign software.  
Establish and maintain cooperative and effective working relationships with others.  
Work independently with little direction  
Meet schedules and timelines.  
Communicate effectively both orally and in writing.  
Maintain records and prepare reports.  
Perform mathematical calculations with speed and accuracy. Use assigned software at an intermediate level.  
Maintain consistent, punctual, and regular attendance.

### **EDUCATION AND EXPERIENCE:**

High school diploma required and three years of experience involving work with purchasing functions.  
Completion of some college coursework in finance or accounting preferred.

### **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: December 19, 2024