



Excellence for all.

Job Title: Purchasing Technician

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

Basic Function: Under the direction of the Purchasing Supervisor and/or assigned designee, performs a variety of technical duties in support of the District purchasing function.

Distinguishing Characteristics:

Positions in the Business Office family of jobs descriptions clarify how each job within the classification fits within the organization and assist in identifying key differences between classifications. The Purchasing Technician provides technical advice to school sites and departments regarding purchasing procedures, prepares purchase orders, contacts vendors for quotes and maintains purchase records.

Representative Duties:

Essential Functions:

- Maintain District standards of excellent customer service and professional behavior in various and sometimes challenging situations.
- Access and monitor District email daily to receive important updates from school and District administration.
- Participate in staff development and in-service training programs as assigned.
- Provides technical advice to school sites and departments regarding purchasing procedures, quality and pricing of materials and specifications of equipment and supplies.
 - Researches, obtains, and analyzes information pertaining to purchases in assigned commodities and services, including specifications, quality, pricing, service, and overall value.
 - Contacts vendors and requests quotations after preparing product and service specifications.
 - Receives vendor quotes and proposals; may provide comparison and analysis of proposals for decisions making process; recommend vendors to award for items stocked in warehouse in coordination with the warehouse staff; recommend vendors to award for items in assigned commodities and services.
 - Prepares purchase orders and conducts necessary follow-up activities to expedite and finalize purchase order transactions, including communication with vendors, manufacturers, and freight/delivery services regarding incomplete or damaged shipments.
 - Reviews and edits approved requisitions, obtains requisition number and forwards to vendor.
 - Process product returns and exchanges; prepares necessary claim backs and cancellations; assures proper invoicing and credits for items returned or exchanged and approves or denies invoices and credits as needed.
 - Assists in the preparation of product and service contract; may maintain service contracts for a variety of equipment throughout the District; compares and analyzes service contract proposals and assists with making recommendations.
 - Train and support site personnel on ordering, entering requisitions in Escape and the proper procedures for handling packing slips.

- Responsible for check out of credit cards. Reconciles credit card statements against receipts and forwards credit card statements to business office.
- Develops and maintains files of various lists, quotations received for assigned commodity and service areas, equipment maintenance contracts, site receiving records, warehouse records, fixed asset records and inventory system for items stocked in warehouse.
- Maintains fixed asset inventory and purchase order process; generates reports as necessary.
- Attends meetings and training sessions necessary to keep abreast of changes to computerized systems and to acquire necessary knowledge for implementation and maintenance of systems as needed.

Other Duties:

- Performs related duties as assigned.
- May be assigned out of class work as prescribed by Merit Rules and Regulations.

Knowledge and Abilities:

Knowledge of:

- District standards of excellent customer service, interpersonal skills using tact, patience and courtesy.
- Purchasing policies, practices, and terminology
- Applicable codes and regulations related to assigned activities
- Inventory control and maintenance including cycle counts and full counts
- Modern office practices, procedures and equipment
- Record-keeping techniques
- Modern office procedures, methods, equipment and technology
- Modern methods of inventory and property control
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Operation of a computer and assigned software
- Oral and written communication skills
- Interpersonal skills using tact, patience and courtesy

Ability to:

- Understand and follow oral and written directions
- Establish and maintain cooperative and effective working relationships with others
- Communicate respectfully and effectively with students, staff, and the public.
- Learn and incorporate new skills, techniques and/or industry trends.
- Maintain regular and consistent attendance.
- Process and expedite purchase orders and perform other clerical duties in support of the purchasing function
- Learn and apply policies, practices and terminology used in purchasing supplies and materials for a school district
- Operate a variety of **modern** office equipment.
- Perform a variety of clerical support duties
- Add, subtract, multiply and divide quickly and accurately
- Operate computer keyboard and work effectively in a computerized environment
- Provide information and assistance to staff members in a helpful, courteous, and timely manner
- Meet schedule and timelines
- Maintain records and prepare reports
- Communicate effectively both orally and in writing

Education/Licenses/Experience: Any combination of experience and training that would likely provide the required knowledge and abilities to perform the essential job functions is qualifying. Typically, this would be gained through: graduation from high school supplemented by college-level course work in business administration, finance, or a related field, and three years general purchasing experience. Successful completion of the Merit examination process is required.

Working Conditions:

Environment: Office environment.

Physical Demands/Hazards: Dexterity of hands and fingers to operate a computer keyboard and other office equipment. Seeing to read a variety of materials. Hearing and speaking to exchange information in person and on the telephone. Sitting for extended periods of time. Bending at the waist, kneeling or crouching to file materials.

Emergency Conditions: Pursuant to California Government Code Section 3100, all public employees are required to serve as disaster service workers subject to such disaster service activities as may be assigned to them by their supervisor or by law.

Salary Range: 126

Approved by Personnel Commission: 2000

Revised: July 16, 2020

Personnel Commission Classification/Compensation Study Approved: July 12, 2023