

# NATOMAS UNIFIED SCHOOL DISTRICT

## JOB DESCRIPTION

<b>POSITION:</b>	Purchasing Technician	<b>FLSA:</b>	Non-exempt
<b>DEPARTMENT/SITE:</b>	Financial Services	<b>SALARY GRADE:</b>	13
<b>REPORTS TO:</b>	Chief Business Officer or Designee		

### **OVERALL OBJECTIVE AND SUMMARY**

Performs technical and administrative support duties in support of purchasing of supplies, services, materials, and equipment. Processes and expedites purchase orders. Performs miscellaneous clerical duties to support purchasing activities.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Essential responsibilities and duties may include, but are not limited to, the following:

- Receives and reviews incoming requisitions, converts requisitions to purchase orders, assigns vendor codes, and composes and sends letters of confirmation and tax withholding forms to new vendors.
- Prepares purchase orders for a variety of administrative services, supplies, and equipment including service contracts. Maintains records of transactions and use of equipment and services.
- Assists end-users with problems associated with generating computer-aided requisitions and purchase orders. Orients and explains the steps needed to produce purchase orders.
- Pre-encumbers requisitions and encumbers each purchase order processed by accessing information from and into an automated purchasing and financial system. Sends information to the accounting department for payment.
- Organizes vendor files containing contact information, delivery, cost, and quality performance, and other information that supports ordering. Accesses existing data files and prepares lists of vendors, professional associations, advertising sources, and other categories to support the bid announcement process.
- Maintains active files of all purchasing contracts, ensuring that balances reflect completed transactions, work-in-progress, and anticipated needs.
- Collaborates with Purchasing Technician Lead on annual and ongoing fixed asset inventory.
- Facilitates inventory returned to stock. Coordinates re-stocking with the warehouse and ensures proper accounting and addition to inventory.
- Receives forms from the warehouse that verify distribution of supplies and other merchandise to departments. Verifies that costs and quantities match to original records. Tabulates, prepares summary forms, and remits for accounting.
- Obtains price and delivery estimates from existing and approved vendors on routine items.
- Participates in year-end inventories by input and reconciling of recorded versus physical differences. Documents transactions in order to support annual audits.

- Performs a variety of clerical responsibilities in support of the purchasing function.
- Performs other duties as assigned that support the overall objective of the position.

## **QUALIFICATIONS**

### **Knowledge of:**

- Requires a working knowledge of procedures used in contracting for the purchasing of supplies, furniture, and stationary equipment.
- Requires a basic knowledge of the requirements for ordering, storing, and distributing perishable inventory and the product/service specification development process.
- Requires a working knowledge of data entry requirements for automated purchasing systems.
- Requires a working knowledge of the District's purchasing policies and procedures.
- Requires a basic knowledge of inventory management, including economic reorder points, accounting, and inventory.
- Must be familiar with modern office methods, practices, and equipment pertinent to purchasing.
- Requires sufficient communication skills to convey technical information to other departments and vendors.

### **Ability to:**

- Requires the ability to perform all of the essential duties of the position.
- Must be able to plan and prioritize work to meet schedules and timelines.
- Requires the ability to use a personal computer to access and enter information onto established data entry screens, format and produce typewritten documents, and lookup information stored on databases or internet.
- Must be able to learn and interpret rules, policies, and procedures affecting District purchasing operations.
- Must be able to maintain detailed and accurate records.
- Must be able to communicate courteously with contacts within and outside of the District.

## **PHYSICAL ABILITIES**

### **This position requires:**

- Ability to function indoors in an office environment engaged in work of primarily a sedentary nature.
- Ambulatory ability to sit for extended periods of time, to utilize computers and peripheral equipment, accomplish other desktop work, and to move to various campus locations.
- Ability to use near vision to read printed materials.
- Auditory ability to carry on conversations in person and over the phone.
- Ability to retrieve work materials from overhead, waist, and ground-level files.
- Manual and finger dexterity to write, use a pointing device and keyboard at an advanced rate, operate computer, and to operate other standardized office equipment, almost constantly requiring repetitive motions.

## **EDUCATION AND EXPERIENCE**

The position typically requires a High School diploma or equivalent with purchasing support and record-keeping experience in a purchasing or distribution environment also involving contracts and inventory control.

## **LICENSES AND CERTIFICATES**

- Requires a valid California driver's license.