



SJCOE
EDUCATE • INNOVATE • INSPIRE

Job Description

POSITION TITLE:	Purchasing Technician II Operations and Support Services Business Services	# 2310
SALARY PLACEMENT:	Classified Salary Schedule Range 34	

SUMMARY OF POSITION:

Under general direction of management personnel, perform a variety of specialized, complex, and highly responsible technical duties related to the processing, purchase, and acquisition of materials, supplies, equipment, and services.

MINIMUM QUALIFICATIONS – EDUCATION, TRAINING, AND/OR EXPERIENCE:

Equivalent of the completion of the twelfth grade, plus one year of secretarial, clerical and/or accounting training or business/computer courses obtained through a community college, trade, or correspondence school. Experience of a closely related nature may be substituted. Two years of varied and progressively responsible secretarial experience.

DESIRABLE QUALIFICATIONS – EDUCATION, TRAINING, AND/OR EXPERIENCE:

One year of accounting or business-related course work or related training. Knowledge of data processing, proper English grammar and usage skills, record-keeping, and computer skills. Purchasing experience working in a school district, county office of education or private industry.

CREDENTIALS AND/OR SKILLS AND ABILITIES:

Ability to carry out complex oral and written directions; make decisions independently; communicate effectively; establish and maintain cooperative working relationships; and to prepare correspondence, and make judgments with minimal direction. Be flexible and receptive to change.

ESSENTIAL FUNCTIONS:

Essential functions may include, but are not limited to the following:

1. Process and revise purchase orders as assigned.
2. Receive and review online requisitions to verify vendor information, calculations, accuracy, proper authorization, budget codes, account balances, and ensure proper backup documentation is received.
3. Process online requisitions in compliance with established policies and procedures, and issues purchase orders.
4. Administrative and clerical duties utilizing initiative, problem solving analysis techniques, and good judgement.
5. Communicate with personnel, vendors, and agencies to assure the accuracy of orders, prompt delivery of goods, and the acknowledgement of conference attendance.
6. Research and answer questions for all departments regarding purchase orders.
7. Maintain confidentiality.
8. Use current technology and equipment to generate spreadsheets, reports and correspondence for personnel and requesting agencies.
9. Establish and maintain on-line shopping platform access and users.
10. Create and maintain on-line registrations and Q&A data for trainings.
11. Provide one-on-one trainings with personnel on basic requisition requirements.
12. Answer telephone calls, handle visitors, receive and relay messages.
13. Handles requests for information and assistance.
14. Establish and maintain a variety of purchasing records, reports, and control files.
15. Perform related work as required.

PHYSICAL REQUIREMENTS:

Employees in this position must have the ability to:

1. Sit for extended periods of time.
2. Enter data into a computer terminal, operate standard office equipment, and use a telephone.
3. See and read a computer screen and printed matter with or without vision aids.
4. Hear and understand speech at normal levels and on the telephone.
5. Speak so that others may understand at normal levels and on the telephone.
6. Stand, walk, and bend over, reach overhead, grasp, push, pull and move, lift, and/or carry up to 25 pounds to waist height.

WORK ENVIRONMENT:

Employees in this position will be required to work indoors in a standard office environment and come in direct contact with SJCOE staff, district staff, and the public.

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