



Job Description

POSITION TITLE:	Purchasing Technician I Operations Business Services	# 2305
SALARY PLACEMENT:	Classified Salary Schedule Range 30	

SUMMARY OF POSITION:

Under direction of management personnel, perform a variety of clerical and accounting duties; have extensive dealings with school personnel; navigate travel platforms; perform technical duties related to processing, purchasing, 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 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 clerical and/or accounting experience.

DESIRABLE QUALIFICATIONS – EDUCATION, TRAINING AND/OR EXPERIENCE:

One year of accounting or business-related course work or related training. Computer skills. Experience in business and purchasing procedures preferably in a public-school setting. Purchasing experience working in a school district, county office of education, or private industry.

CREDENTIALS AND/OR SKILLS AND ABILITIES:

Typing/word processing at a minimum of 45 wpm. High-level computer skills. Ability to carry out oral and written directions; communicate effectively; establish and maintain cooperative working relationships; and prepare correspondence as required. Be flexible and receptive to change.

ESSENTIAL FUNCTIONS:

Essential functions may include, but are not limited to:

1. Answer telephone calls and emails, handle visitors, receive and relay messages.
2. Open, distribute, date stamp and meter all mail.
3. Research returned purchase orders for discrepancies and vendor information changes.
4. Handle requests for information and assistance.
5. Research and answer questions for personnel and vendors.
6. Forward, resend and delete electronic signature documents.
7. Scan and file documents for program staff and management.
8. Make and assist in credit card purchases for various programs as directed by Purchasing management.
9. Order and process payment for internal goods.
10. Place on-line platform orders for personnel as directed by Human Resources.
11. Review and assist various programs with travel arrangements.
12. Approve travel arrangements for personnel through an on-line reservation platform.
13. Compile supporting credit card and travel documents for A/P reconciliation.
14. Make copies of purchase orders and supporting documents.
15. Distribute purchase orders to vendors and programs after final review.
16. Attend to administrative and clerical details utilizing initiative, problem analysis techniques, good judgment

17. and confidentiality.
18. Establish, maintain and a variety of purchasing records, reports, control files and databases.
19. Perform related work as required.

PHYSICAL REQUIREMENT

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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