

MERCED CITY SCHOOL DISTRICT**CLASS TITLE: PURCHASING TECHNICIAN****BASIC FUNCTION:**

Under the direction of the direction of an assigned supervisor, provide services in support of centralized purchasing of District supplies, materials, equipment and services; process and expedite purchase orders; maintain District warehouse inventory system.

REPRESENTATIVE DUTIES:

Coordinate centralized purchasing of District supplies, materials, equipment and services in accordance with District policies and other laws and regulations. *E*

Prepare and check accuracy of requisitions, invoices and purchase orders; compute extensions, discounts and taxes. *E*

Record receipt of requisitions; inspect for accuracy, completeness and proper authorization; enter requisition data into computer; distribute to appropriate personnel. *E*

Resolve shortages/overages, damaged goods and other issues involved with warehouse operations. *E*

Issue purchase orders involved in the acquisition of materials and services including supplies, textbooks, equipment and other items. *E*

Expedite orders as necessary. *E*

Answer telephones and provide assistance and information regarding the status of purchase orders and related purchasing activities; communicate with vendors to research and exchange information or explain District procedures and policies. *E*

Compile data for Board reports including information regarding supplies, equipment, services. *E*

Communicate with various District and accounting personnel to exchange information, resolve discrepancies and correct errors. *E*

Maintain a variety of records, files and catalogs related to the District purchasing function. *E*

Perform a variety of special projects involved in specified procurements including bid openings, preparation of bid specifications and coordination of the purchasing process in accordance with District policies and the Education Code. *E*

Review cycle inventory reports from the warehouse and make necessary adjustments to accurately reflect physical inventories. *E*

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Operate a variety of standard office equipment including typewriter, calculator, computer terminal and copier. *E*

Perform related duties as assigned.

The employee is to adhere to federal and state regulations, Board policies, and related administrative regulations which pertain to the particular assignment.

The Purchasing Technician works under the direct supervision of the Director Exercises no supervision.

MINIMUM QUALIFICATIONS:

KNOWLEDGE OF:

Basic purchasing policies, practices and terminology.

Modern office practices, procedures and equipment.

Record-keeping techniques.

Telephone techniques and etiquette.

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

Operation of a computer terminal and other office equipment.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Statistical typing and record-keeping.

ABILITY TO:

Learn and apply policies, practices and terminology used in purchasing supplies and materials for a school district.

Operate a variety of office equipment including a computer terminal, typewriter and calculator.

Perform a variety of clerical support duties such as statistical typing, duplications, filing and record-keeping.

Add, subtract, multiply and divide quickly and accurately.

Understand and follow oral and written directions.

Establish and maintain cooperative and effective working relationships with others.

Meet schedules and time lines.

Maintain records and prepare reports.

Communicate effectively both orally and in writing.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and three years of responsible clerical experience involving automated financial and statistical record-keeping

including one year in a purchasing capacity.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

PHYSICAL ABILITIES:

Dexterity of hands and fingers to operate office equipment; hearing and speaking to exchange information in person or on the telephone; seeing to inspect documents for accuracy; sitting for extended periods of time; reaching to retrieve and maintain files.

Legal Reference: California Education Code, Sections 45103, 45109

Policy Adopted: March 6, 1990

Policy Revised: June 3, 1992

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