JOB DESCRIPTION

JOB TITLE: Purchasing Technician

Job Family: Business Services

Range: 38

Job Purpose Statement/s: The job of "Purchasing Technician" is done for the purpose/s of maintaining purchasing and warehousing files and records; assist in buying action.

Essential Job Functions:

* **Processes** warehouse requisitions and purchase requisitions for equipment, furnishings, supplies and materials commonly used in a school district.
* **Examines** requisitions for completeness and to ensure that prices are correct.
* **Answers** questions of district personnel regarding the purchase of equipment, furnishings, supplies and materials commonly used in a school district and warehouse supplies.
* **Contacts** vendors to obtain product information such as price, availability and warranty, and makes open market purchases of standard school district items in compliance with established guidelines.
* **Reports** any problems regarding district purchases to Buyer.
* **Sets** up and maintains inventory control cards for warehouse items and may calculate average prices of stocked items for departmental billing purposes.
* **Attends** bid openings and assists supervisor by recording bids.
* **Types** and extends purchase orders and warehouse requisitions.
* **Assists** with warehouse inventory and reconciles physical count to inventory control cards.
* **Compiles** and prepares data and types reports, as required.
* **Advises** and assists district personnel in locating and ordering supplies and equipment.
* **Assists** in maintaining district property and equipment files.
* **Types** board packet material, letters, memos and keeps catalogs as required.

Other Job Functions:

* **Assists** other personnel as may be required for the purpose of supporting them in the completion of their work activities.
* **Attends** various meetings (e.g. district, site, community, etc.) for the purpose of communicating and/or gathering information.

Job Requirements - Qualifications:

* **Experience Required**: Demonstrated general clerical experience, preferably in a purchasing department.
* **Skills, Knowledge and/or Abilities Required:**

  Skills: Typing/keyboarding accurately at a rate of 40 words per minute; to operate standard office equipment including use of basic computer applications; use English in both written and verbal form, use correct spelling, grammar and punctuation; perform basic arithmetic calculations;

  Knowledge of methods and techniques of purchasing goods, supplies, materials and equipment commonly used by a school district; sources of supply, marketing practices and the symbols and terminology used in purchasing.

Ability to sit for prolonged periods, supervise and train personnel, accurately maintain detailed records. Significant physical abilities include reaching/handling/fingering, talking/hearing conversations, near visual acuity.

* **Education Required**: High School diploma or equivalent, supplemented by coursework in purchasing or business administration.
* **Licenses, Certifications, Bonding, and/or Testing Required**: Criminal Justice Fingerprint Clearance, negative pre-employment drug screen test and negative TB test results. Valid California Driver's License and evidence of insurability.