

COLTON-REDLANDS-YUCAIPA REGIONAL OCCUPATIONAL PROGRAM

CLASS TITLE: PURCHASING & WAREHOUSE TECHNICIAN

BASIC FUNCTION:

Under the direction of the Chief Business Official, the Purchasing & Warehouse Technician performs complex technical duties related to purchasing, contract review, vendor documentation, receiving inventory control, and warehouse support. The position processes all purchasing for the organization, including reviewing agreements for required terms, confirming proper insurance documentation, and ensuring compliance with established procedures. The role includes hands-on warehouse tasks, maintaining stock levels, supporting asset tagging, and supporting asset accountability procedures.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Handle all purchasing of supplies, equipment, materials, and services in alignment with district policies.

Obtain and evaluate vendor quotes, pricing, and contract terms.

Review contracts and agreements for required language, compliance, and proper insurance documentation.

Process and maintain requisitions, purchase orders, vendor records, and related documentation.

Communicate with vendors and staff to resolve purchasing issues and ensure timely delivery of goods and services.

Receive, verify, and store shipments following established procedures.

Organize, label, and maintain warehouse stock and prepare items for delivery to program sites.

Monitor inventory levels, maintain basic inventory records, and assist with scheduled inventories.

Operate warehouse equipment safely and transport materials using a district vehicle as needed.

Apply asset tags and maintain updated records for district and grant-funded equipment.

Assist with tracking, reconciling, and documenting assets across sites.

Follow established procedures for reporting, surplus, and disposal of equipment.

Providing information and support related to purchasing, contracts, warehouse operations, inventory, and asset management.

Operate a variety of office equipment including a calculator, copier, fax machine, computer, and assigned software; drive a vehicle to conduct work.

Communicate with internal and external partners.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Public purchasing practices, terminology, and procurement regulations.
Standard contract components and requirements for vendor insurance documents.
Warehouse operations, receiving processes, and basic inventory control.
Asset tagging systems and basic fixed-asset tracking practices.
Safe operation of warehouse tools and vehicles.
Recordkeeping and documentation procedures.
Basic math, data entry, and office software.
Effective written and verbal communication.
Auditing
Applicable laws, codes, regulations, policies, and procedures.
Operation of a computer and assigned software.
Oral and written communication skills.
Interpersonal skills using tact, patience, and courtesy.
Modern office practices, procedures, and equipment.
Arithmetic computations.

ABILITY TO:

Perform purchasing, contract review, and warehouse support duties with accuracy.
Review and verify vendor insurance documentation and contract requirements.
Receive, store, track, and distribute supplies and equipment.
Maintain accurate purchasing, contract, and inventory records.
Follow established procedures and safety guidelines.
Communicate effectively with vendors, staff, and program personnel.
Organize tasks and meet timelines.
Provide excellent customer service internally and externally.
Establish and maintain cooperative and effective working relationships with others.
Communicate effectively both orally and in writing.
Operate standard office equipment including a computer and assigned software.
Plan and organize work.
Meet schedules and timelines.

EDUCATION AND EXPERIENCE:

Required: Associate's degree with a major in accounting or a closely related field. **OR 60 college units, and a minimum of three (3) years of relevant experience.** Of the required experience, **at least two (2) years must be in a responsible, progressively complex role** in a public agency environment.

Employees who were hired before June 30, 2023, will be grandfathered into their current position regardless of changes made to their job qualifications. This means that any changes to the job qualifications of an employee hired prior to June 30, 2023, will not result in a loss of employment, demotion, or reduction in pay or benefits. This provision does not apply if the employee is promoted or applies for a new position within the organization. Employees hired on or after July 1, 2023, will be subject to the changes made to the job descriptions that are effective on July 1, 2023.

LICENSES AND OTHER REQUIREMENTS:

Valid California Class C driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Office and warehouse environment.

Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.

Hearing and speaking to exchange information in person or on the telephone.

Seeing to read a variety of materials.

Sitting for extended periods of time.

Lifting, bending, carrying, reaching, and prolonged standing or sitting.

Operation of warehouse equipment and computers.