



Job Description

POSITION TITLE: Purchasing Technician II # 2310
Operations and Support Services
Business Services

SALARY PLACEMENT: Classified Salary Schedule
Range 34

SUMMARY OF POSITION:

Under general management personnel, perform specialized, complex, and highly responsible accounting and purchasing duties to acquire materials, supplies, equipment, and services. Navigate various travel platforms and have extensive dealings with program staff to support daily operations.

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, clerical and/or accounting experience.

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

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

KNOWLEDGE, SKILLS, AND/OR ABILITIES:

Knowledge of:

- assigned software
- data processing

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
- operate a computer

Possess:

- high-level computer skills

ESSENTIAL FUNCTIONS:

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

1. Process, revise, review, distribute and make copies of purchase orders and supporting documentation in compliance with established policies and procedures.

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. Research returned purchase orders for discrepancies, vendor information changes, and answer questions for departments, personnel, and vendors regarding purchase orders.
4. Perform administrative and clerical duties utilizing initiative, problem-solving analysis techniques, and good judgement.
5. Communicate with personnel, vendors, and agencies to assure accuracy of orders, prompt delivery of goods, and acknowledgement of conference attendance.
6. Answer telephone calls and emails, handle visitors, receive and relay messages, and handle requests for information and assistance.
7. Maintain confidentiality.
8. Open, distribute, date stamp and meter mail.
9. Forward, resend, or delete electronic signature documents.
10. Scan, copy, and file documents for program staff and management.
11. Use current technology and equipment to generate spreadsheets, reports, correspondence, and manage databases for personnel and requesting agencies.
12. Establish, maintain, and manage access/users for online shopping and travel platforms
13. Place online shopping platform orders for personnel as directed by Human Resources.
14. Make/assist with credit card purchases for various programs as directed by Purchasing management.
15. Compile supporting credit card and travel documents for Account Payable reconciliation.
16. Review, assist, and approve travel arrangements for personnel through an online reservation platform.
17. Create and maintain on-line registrations and Q&A data for trainings.
18. Provide one-on-one training with personnel on basic requisition requirements.
19. Establish and maintain a variety of purchasing records, reports, control files, and databases.
20. 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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