

VISTA UNIFIED SCHOOL DISTRICT

CLASS TITLE: PURCHASING TECHNICIAN

BASIC FUNCTION:

Under the direction of the Director-Purchasing, oversee and participate in processing a variety of purchasing document; communicate with vendors and District personnel to exchange information, resolve discrepancies, correct errors and expedite the purchase of supplies, materials, and equipment; train and provide work direction to assigned personnel.

REPRESENTATIVE DUTIES:

Process a variety of purchasing documents; examine and check requisitions; monitor departmental accounts to assure adequate funds for purchases; receive reports and bids involved in the purchase of warehouse stock and non-stock supplies and equipment. **E**

Expedite purchase orders by communicating with vendors and District personnel to exchange information, resolve discrepancies and correct errors; assist District personnel in vendor selection; obtain price quotations; process merchandise returns. **E**

Assist as directed in scheduling bids, and reviewing, interpreting and consolidating bid information; proofread bids for correct terminology and accuracy. **E**

Enter data related to purchase orders; edit data; print and distribute purchase orders; encumber purchase orders. **E**

Monitor inventory of purchasing office supplies and order supplies as needed. **E**

Train personnel in the use of remote, requisition program; respond to questions regarding purchasing software. **E**

Prepare a variety of reports and correspondence; type letters, memos and reports as required; receive and process U.S. and inter-office mail.

Answer phones; provide information and assistance to vendors' and bidders' representatives, District personnel and visitors.

Prepare and maintain a variety of records, files and logs related to the District purchasing function.

Schedule major repairs on office machines.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Purchasing terminologies, policies and practices.
Applicable sections of State Education Code and other applicable laws.
Interpersonal skills using tact, patience and courtesy.
Correct English usage, grammar, spelling, punctuation and vocabulary.
Modern office practices, procedures and equipment.
Telephone techniques and etiquette.
Operation of a computer terminal.
Equipment and supplies used in a school district.
Statistical typing and record-keeping.

ABILITY TO:

Oversee and participate in processing a variety of purchasing documents.
Communicate with vendors and District personnel to exchange information, resolve discrepancies, correct errors and expedite the purchase of supplies, materials, and equipment.
Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.
Read, interpret, apply and explain rules, regulations, policies and procedures.
Maintain records and prepare reports.
Train and provide work direction to others.
Understand and follow oral and written directions.
Type at a speed of 50 words per minute.
Meet schedules and time lines.
Perform a variety of clerical support duties such as statistical typing and filing.
Add, subtract, multiply and divide quickly and accurately.
Operate a computer terminal and input data.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and three years of responsible clerical and record-keeping experience including one year in a purchasing office.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.
Constant interruptions.

PHYSICAL ABILITIES:

Dexterity of hands and fingers to operate a computer keyboard and 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.