VISTA UNIFIED SCHOOL DISTRICT

PURCHASING TECHNICIAN

Purpose Statement

The purpose of a Purchasing Technician is to process a variety of purchasing documents for the ordering of materials, supplies, equipment, and services; respond to related inquiries; resolve a variety of discrepancies; maintain supplier/source information and inventories.

This job reports to the Purchasing Manager.

Essential Functions

- Attends meetings, workshops, and/or in-service training for the purpose of conveying and/or gathering information required to perform functions.
- Collaborates with a variety of internal and external parties for the purpose of conveying and/or gathering information required to perform job functions, implementing and maintaining services, and providing information and/or direction regarding the status of inventory and/or deliveries.
- Compiles and enters data from a wide variety of sources (e.g., suppliers, staff, public agencies, local and state codes, Board policies, etc.) for the purpose of ensuring compliance with a wide variety of purchasing policies and procedures and/or monitoring purchasing processes.
- Coordinates travel and accommodations process for the purpose of ensuring compliance with established guidelines and delivering services in a timely fashion.
- Coordinates with supervisor for the purpose of providing assistance with administrative functions and assisting in the achievement of department, program, and district goals.
- Facilitates training for all site/departments entering requisitions for the purpose of ensuring the efficiency and accuracy of information being submitted electronically and/or manually.
- Maintains a variety of manual and electronic documents, files, and records (e.g., Requests for Proposal, bids, procurement card and online purchases, travel and conference requests, purchase orders, vendor files, verbal and written quotes, depreciation of equipment inventory, etc.) for the purpose of ensuring the availability of documentation and compliance with established policies and regulatory guidelines.
- Performs general and program specific clerical functions (e.g., answering telephones, distributing purchase orders, scheduling, copying, faxing, scanning, etc.) for the purpose of supporting departmental activities in a timely and efficient manner.
- Processes financial data and documents (e.g., credit card authorizations, bids involved in the purchase of warehouse stock and non-stock supplies and equipment, purchase requisitions, purchase orders, mail, etc.) for the purpose of updating and distributing information and/or acquiring resources to support purchasing operation in compliance with established guidelines.
- Provides assistance with the bid process (e.g., reviewing, consolidating information, proofreading, etc.) for the purpose of facilitating the purchasing process in compliance with established practices.
- Reconciles purchase orders, requisitions, credit card activity, and invoices for the purpose of providing accurate and timely delivery of checks and billing invoices and to assist with year-end fiscal procedures.
- Researches a variety of topics (e.g., products, costs, specifications, delivery options, quotes, discrepancies, suppliers, equipment, services, materials, warranties, vendors, manufacturers, etc.) for the purpose of providing information, developing recommendations, and resolving issues.
- Resolves discrepancies (e.g., product quality, overages/shortages, pay history, damaged/incorrect items, etc.) for the purpose of correcting errors and expediting resolutions.
• Supports assigned administrator for the purpose of assisting administrator in the achievement of department, program, and district goals.

Other Functions
• Monitors inventory of purchasing and supplies for the purpose of ordering supplies as needed to ensure availability of required items.
• Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge, and Abilities
SKILLS are required to perform single, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include:

• adhering to safety practices;
• applying job-related codes, regulations and laws;
• operating standard office equipment including using pertinent software applications and office technology;
• preparing and maintaining accurate records;
• using Microsoft Office software applications and Google based platforms.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, present information to others and/or facilitate group discussions; analyze situations to define issues and draw conclusions; and understand complex, multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include:

• accounting procedures;
• business telephone and email etiquette;
• concepts of grammar, spelling, and punctuation;
• interpersonal skills using tact, patience, and courtesy;
• job-related codes/laws/rules/regulations/policies;
• keyboarding;
• modern office practices and procedures;
• procedures, practices, methods, and terminology used in purchasing;
• recordkeeping and record retention practices;
• safety practices and procedures.

ABILITY is required to schedule activities and/or meetings; gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize specific, job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited. Specific ability based competencies required to satisfactorily perform the functions of the job include:

• accuracy and attention to detail;
• adapting to changing priorities;
• analyzing issues and determining an appropriate course of action;
• communicating with diverse groups;
• displaying tact and courtesy;
• establishing and maintaining effective working relationships with others;
• maintaining confidentiality;
• making arithmetic calculations quickly and accurately;
• meeting deadlines and schedules;
• multitasking;
• planning and organizing work;
• preparing accurate records;
• reading, interpreting, explaining, and following laws, rules, regulations, policies, and procedures;
• understanding and following oral and written directions;
• working as part of a team;
• working with detailed information/data.

Responsibility
Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; operating within a defined budget. Utilization of some resources from other work units is often required to perform the job’s functions. There is some opportunity to impact the organization’s services.

Work Environment
The usual and customary methods of performing the job’s functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. Generally the job requires 90% sitting, 5% walking, and 5% standing. This job is performed in a generally clean and healthy environment.

Experience: Job related experience with increasing levels of responsibility is desired.

Education: High School Diploma or equivalent.

Equivalency: Graduation from high school or equivalent and three years of responsible clerical and record-keeping experience including one year of experience in a purchasing office.

Retention: In accordance with Education Code 45301, an employee appointed to this class must serve a probationary period of one hundred thirty (130) days of paid regular service (excluding days absent for illness or injury) during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.

Required Testing
For those candidates who meet the minimum qualifications, the assessment process will consist of any one or more of the following: Screening for most qualified candidates, Training and Experience Evaluation, a Written Test, a Performance Test, and/or a Qualifications Appraisal Interview.

Certificates and Licenses

Clearances
Fingerprint and Background Clearance
Drug Test
Tuberculosis Clearance

Continuing Educ. / Training

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