

Position Description

TITLE: Purchasing Technician

FLSA STATUS: Non-Exempt

DEPARTMENT: Business Office

GRADE: 13

SUMMARY: Under basic supervision, procures goods and services for the District in accordance with State and Federal guidelines.

PRIMARY DUTIES AND RESPONSIBILITIES:

Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to, the following:

- Processes purchase requisitions and purchase orders. Verifies coding for accuracy before processing.
- Sends purchase orders to vendors for order fulfillment.
- Procures goods and services for the District in accordance with State and Federal procurement guidelines.
- Monitors contracts under purchasing cooperatives to ensure District is spending funds in the most cost effective way.
- Maintains procurement files and vendor registration list.
- Coordinates and processes reservations for all travel arrangements for employees.
- Monitors aging report with Accounts Payable Technician to ensure timely payment to vendors.
- Assists in preparation of reports and prepares information for auditors as required.
- Assists Business Manager, Accounting Specialist and accounts payable as needed.
- Perform other related tasks as assigned or required.

MINIMUM QUALIFICATIONS:

Education and Experience:

- High school diploma or equivalent; **AND** two (2) years of experience in customer service and purchasing;
OR an equivalent combination of education, training, and experience.

Required Knowledge of:

- Principles and procedures of recordkeeping, reporting and retention.
- Word processing and spreadsheet software.
- Processes and procedures involved preparing in bids, procurement, and proposals.
- Principles and methods of time management.
- Account funding codes.
- Generally Accepted Accounting Principles (GAAP).
- Telephone etiquette
- Practices methods involved in providing quality customer service.
- District, School Board, and Department policies and procedures.

Required Skills in:

- Establishing and maintaining cooperative working relationships with coworkers and other individuals in contact during the course of work; communicating clearly and concisely
- Operating a personal computer utilizing standard software such as Microsoft Office and some specialized

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software; functioning standard office equipment.

- Creating and maintaining accurate filing systems.

Physical Demands/Work Environment:

- Work is performed in a standard office environment.

Reclassified 7/9/2019