



STOCKTON UNIFIED SCHOOL DISTRICT

CLASS TITLE: PURCHASING TECHNICIAN

BASIC FUNCTION:

Receives supervision from Administrator of Purchasing or his/her designee; receives technical guidance from Buyer positions. Under the direction of the Manager-Purchasing and Warehouse, perform a variety of clerical duties related to the purchasing of services, supplies and equipment for the District; prepare, review, verify and process purchasing forms and documents; obtain pricing and related purchasing data.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Perform a variety of clerical duties related to the purchasing of services, supplies and equipment for the District; assure purchasing activities comply with established guidelines and regulations.

Receive, review and process purchase requisitions; assure accuracy and completeness of order information and proper signatures; inspect orders for accuracy and completeness regarding account coding and cost calculations.

Contact vendors to obtain quotes, pricing, product information and related purchasing data; verify pricing and purchase order information as necessary; modify and cancel purchase orders as necessary; follow up on delayed shipments, discrepancies and damaged deliveries.

Input purchase order information into an assigned computer system including delivery address, discounts, account coding, purchase amounts, product quantity and other required data; generate purchase orders and submit for approval as necessary; maintain automated records as appropriate.

Prepare and maintain a variety of records and reports related to purchase orders, expenditures and assigned activities; maintain and update vendor catalogues and files.

Initiate and receive phone calls concerning various purchasing functions; respond to inquires and provide information concerning purchase orders, on-line requisitions and the procurement of equipment, supplies and materials.

Communicate with other departments, vendors and staff to exchange information and coordinate activities; follow up with departments to verify information and receipt of orders; contact

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administrator to obtain approval on price increases and product changes.

Operate a variety of office equipment including a calculator, copier, fax machine, typewriter, computer and assigned software.

Prepare a variety of correspondence related to the purchasing function including memoranda, bulletins and cancellation notices.

Attend a variety of assigned meetings.

Maintain regular and prompt attendance in the work place.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Basic accounting practices, procedures and terminology.
- Modern office practices, procedures and equipment.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Telephone techniques and etiquette.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Operation of a computer and assigned software.
- Record-keeping and report preparation techniques.
- Mathematical computations.

ABILITY TO:

- Perform a variety of clerical duties related to the purchasing of services, supplies and equipment for the District.
- Prepare, review, verify and process purchasing forms and documents.
- Obtain pricing and related purchasing data.
- Learn and apply established rules, regulations, policies and procedures related to the purchasing function.
- Maintain vendor lists and catalogs.
- Communicate effectively both orally and in writing.
- Type or input data at 45 words per minute from clear copy.
- Establish and maintain cooperative and effective working relationships with others.
- Meet schedules and time lines.
- Understand and follow oral and written instructions.
- Operate a computer and assigned software.
- Maintain records and prepare reports.

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- Add, subtract, multiply and divide quickly and accurately.
- Develop and maintain cooperative working relationships with those contacted in the course of work.

- Carry out oral and written directions; write and speak at a level sufficient to fulfill the duties to be performed for the position described.

EDUCATION AND EXPERIENCE:

Any combination of education, training and/or experience equivalent to: graduation from high school and three years clerical accounting experience.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor work environment.

PHYSICAL DEMANDS:

Employee in this position must have/be able to:

- Enter data into a computer terminal/typewriter and operate standard office equipment.
- Sit for extended periods of time.
- See and read a computer screen and printed matter with or without vision aids.
- Hear and understand speech at normal levels and on the telephone, with or without hearing aids.
- Lift and/or carry up to 25 lbs at waist height for short distances.
- Bend at the waist.
- Reach overhead, above the shoulders and horizontally, grasp, push/pull.

Board Adopted: 1/11/05
CSEA Chapter 821
Salary Range: 36

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