



Job Description

POSITION TITLE:	Purchasing Technician Operations Business Services	# 2310
SALARY PLACEMENT:	Classified Salary Schedule Range O	

MINIMUM QUALIFICATIONS - EDUCATION AND/OR TRAINING:

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.

DESIRABLE QUALIFICATIONS - EDUCATION AND/OR TRAINING:

One year of accounting or business related course work or related training.

MINIMUM EXPERIENCE:

Two years of varied and progressively responsible secretarial experience.

DESIRABLE EXPERIENCE:

Purchasing experience working in a school district, county office of education or private industry.

CREDENTIALS AND/OR SKILLS AND ABILITIES:

Typing/word processing at a minimum of 45 wpm. High-level computer skills. 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 minimum direction. Be flexible and receptive to change.

SUMMARY OF POSITION:

Under general direction of management personnel, performs a variety of specialized, complex, and highly responsible technical duties related to the processing, purchase, and acquisition of materials, supplies and equipment. Does related work as required.

ESSENTIAL FUNCTIONS:

Essential functions may include, but are not limited to:

1. Receives and processes purchase orders.
2. Audits reimbursements, and purchases orders to verify calculations, accuracy, proper authorization, budget codes, account balances, etc.
3. Signs purchase orders and reimbursements as authorized by the department director.
4. Communicates with vendors when necessary to assure prompt delivery and accuracy of orders.
5. Researches and answers questions for all departments regarding purchase orders.
6. Obtains quotes according to policies and instructions.

7. Prepares and/or assists with preparation of bid documents, compiles bid packages, maintains qualified bidders file, distributes and publicizes bids to appropriate vendors.
8. Establishes and maintains a variety of purchasing records, reports, and control files.
9. Maintains fixed assets inventory.
10. Performs other related duties as assigned.

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/typewriter, 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.