

PURCHASING TECHNICIAN
REPORTS TO: Director, Purchasing
SUPERVISES: Not Applicable
QUALIFICATIONS: High School Diploma or possession of a GED, plus one (1) to three (3) years experience in large scale governmental purchasing or related field or an equivalent combination of education, training and experience. Technical clerical experience.
MAJOR FUNCTION
Performs specialized duties involving purchasing activities necessary for the procurement of material, supplies, equipment and/or services within an assigned area.
ESSENTIAL RESPONSIBILITIES
<ul style="list-style-type: none"> • Utilizes database management, desktop publishing, and various software programs to type, revise, merge, edit, print and store documents such as training booklets, manuals, conference materials and spreadsheets. • Assists purchasing analysts with formal and informal Bid/RFP openings and with Pre-Bid/Pre-Proposal Conferences. • Researches and recommends to management changes or upgrades to hardware, software and peripheral equipment. Modifies software, as needed for specific job requirements. Solves computer-related problems. • Prepares and submits advertising, confirming publication and proper retention of ads; records and maintains security and receipt of Bids/RFPs; maintains security and records of bid bonds and letters of credit. • Establishes and manages document and database files for multiple users in a wide variety of subject areas often involving statistical and highly technical information. • Administers records retention; posts information concerning public meetings; updates and distributes management reports; proofreads own work. • Proofreads documents for spelling, grammar, punctuation and makes changes where necessary. • Receives and routes telephone calls; answers questions which may involve interpretation of policies and procedures. • Makes arrangements for departmental meetings. • Prepares department payrolls. • Processes department requisitions, monitors department supplies, budget and inventory. • Performs other related duties as assigned.
TERMS OF EMPLOYMENT
<p><i>Salary and benefits shall be paid consistent with the district's approved compensation plan. Length of the work year and hours of employment shall be established by the District.</i></p> <p><i>Performance of the job will be evaluated in accordance with provisions of the School Board's policy on evaluation of personnel.</i></p> <p><i>The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.</i></p>
HISTORY OF JOB CLASSIFICATION
ISSUED: 2/21/22 LM; BOARD APPROVED: 4/26/22

PURCHASING TECHNICIAN

WORKING CONDITIONS & PHYSICAL EFFORT:	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds		X			
2. Lift objects weighing 21 to 50 pounds	X				
3. Lift objects weighing 51 to 100 pounds	X				
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds		X			
6. Carry objects weighing 21 to 50 pounds	X				
7. Carry objects weighing 51 to 100 pounds	X				
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time				X	
10. Standing up to two hours at a time	X				
11. Standing for more than two hours at a time	X				
12. Stooping and bending		X			
13. Ability to reach and grasp objects					X
14. Manual dexterity or fine motor skills					X
15. Color vision, the ability to identify and distinguish colors			X		
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects	X				
19. Proofreading and checking documents for accuracy					X
20. Using a computer to enter and transform words or data					X
21. Using various technology tools					X
22. Working in a normal office environment with few physical discomforts					X
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions	X				
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions	X				
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls	X				
26. Operating automobile, vehicle, or van	X				
27. Other physical, mental or visual ability required by the job	X				

Purchasing Technician – PESPA