

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT

CLASS TITLE: PURCHASING TECHNICIAN

FLSA STATUS: NONEXEMPT

BASIC FUNCTION:

Under the direction of an area administrator, perform a variety of complex technical and specialized clerical duties in support of the purchasing function, including the procurement of equipment, supplies, and services required by the District in compliance with Board policies and applicable state and federal laws; implement and maintain District electronic purchasing system; act as technical advisor to staff on matters pertaining to software purchasing system; communicate with District personnel, vendors and agencies to process and expedite the purchasing function; provide technical support and training to campus users of the purchasing system.

REPRESENTATIVE DUTIES:

Perform a variety of complex technical and specialized clerical duties in support of the purchasing function; assign and confirm account codes, authorizations, receipts and other information to assure proper accounting for expenditures; monitor expenditures. *E*

Review, approve and process electronic purchase requisitions and generate purchase orders. *E*

Serve as system administrator to implement, maintain and update, as necessary, the district electronic purchasing system; troubleshoot and resolve procedural problems; communicate with technical support staff and outside agencies to resolve purchasing system issues. *E*

Communicate with District personnel, vendors, and other agencies to process and expedite the purchasing function; prepare and maintain the vendor file in computer; establish new files as appropriate; communicate with vendors to place orders for purchases as necessary; monitor and follow up on orders through to delivery, including order cancellations and the research and resolution of issues and problems. *E*

Provide technical support and training to campus users of the purchasing system; communicate policies and procedures to faculty and staff. *E*

Analyze and audit financial data and documents to assure accuracy, completeness and compliance with District policies and procedures and applicable governmental regulations. *E*

Prepare and type bid specifications; compile and prepare budget reports to assist with data analysis and management decision-making. *E*

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Operate a computer terminal to enter data and generate purchase orders reports, and spreadsheets; operate a typewriter, fax machine, calculator and copier; type a variety of correspondence, bids, memoranda and other documents; format, proofread, and prepare materials on computer. *E*

Act as technical advisor to staff members on matters pertaining to software purchasing system, maintenance of software table elements for vendors, employees, and functionality. *E*

Assist in the development of contracts and issuing of purchase agreements required in the completion of the purchasing or contracting cycle; prepare and forward purchasing documents and financial information and reports to accounts payable. *E*

Coordinate with the area administrator, as necessary, to ensure compliance with advertising requirements and guidelines in contracting for services required by the District. *E*

Prepare reports including pricing data, equipment, recommendations, statistical reports, product performance ratings, vendor evaluations, bid evaluations, product analyses and other data. *E*

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

District and department purchasing policies, procedures and practices.

Purchasing methods, procedures and terminology.

Basic accounting practices, procedures and terminology.

Techniques of utilizing related accounting clerical and purchasing software.

Technical aspects of field of specialty.

Applicable sections of the State Education Code and other applicable laws, rules and regulations.

District organization, operation, policies and objectives.

General accounting, budget and business functions of a community college.

Record-keeping techniques.

Operation of a personal computer and data entry techniques.

Modern office practices, procedures and equipment.

Interpersonal skills using tact, patience and courtesy.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Oral and written communication skills.

Telephone techniques and etiquette.

ABILITY TO:

Perform a variety of complex technical and specialized clerical duties in support of the

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purchasing function.

Implement, maintain, and troubleshoot the district electronic purchasing system.

Ensure compliance with applicable District policies, procedures and governmental regulations.

Utilize a variety of word processing, spreadsheet and purchasing software.

Provide technical support and training to campus users of the purchasing system.

Work cooperatively with others.

Compile and verify data and prepare reports.

Operate a personal computer to enter data, maintain records and generate reports.

Learn department and program objectives and goals.

Maintain records and files.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others including those from diverse academic, socioeconomic, cultural, ethnic and disability backgrounds.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school supplemented by college-level course work in purchasing, accounting, bookkeeping or closely related field and two years increasingly responsible experience in financial, accounting or statistical record-keeping, including one year in a purchasing office.

WORKING ENVIRONMENT AND PHYSICAL DEMANDS:

Disclosure:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Normal Office Environment:

While performing the duties of this job the employee is required to sit and operate a computer for extended periods of time; use hands to type or handle materials; and reach overhead to store and retrieve materials and files.

Incumbents are exposed to occasional contact with dissatisfied or abusive individuals.