



Approved by the Board of Trustees on September 12, 2023
FLSA: Non-Exempt

PURCHASING TECHNICIAN

DEFINITION

Under direction, performs a variety of technical and specialized clerical duties in support of the purchasing function, including the procurement of equipment, supplies, and services; ensures compliance with purchasing policies and procedures; prepares and maintains purchasing documentation; provides training to District employees on the use of the electronic purchasing system; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from assigned supervisory and management personnel. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This classification is responsible for independently performing paraprofessional duties in support of the District's purchasing program, requiring knowledge of District procurement policies, and procedures, vendor sources and related matters. Positions at this level exercise judgment and initiative in their assigned tasks, receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

EXAMPLES OF TYPICAL JOB FUNCTIONS

Management reserves the right to make reasonable accommodations so that qualified employees with verified medical conditions can perform the essential functions of the job.

- Receives, reviews and processes electronic purchase requisitions for District materials, equipment, supplies, and services prioritizes actions based on the urgency of the request and verifies that all purchases are compliant with pertinent laws, regulations codes and purchasing polices.
- Analyzes contracts and financial documents for verbiage and completeness as it pertains to purchases and services.
- Serves as technical support to staff on matters pertaining to software purchasing system; communicates with District personnel, vendors, and agencies to process and expedite the purchasing function; provides technical support and training to campus users on purchasing policies, procedures and use of its system.
- Assists in researching, assessing, and identifying new and better sources of supply for products and services; interviews new vendors to evaluate products and services: coordinates demonstrations and educates vendor representative on District procurement policies and procedures.
- Verifies conformance and acceptance of bidding contracts to enable the receipt and acceptance of supplies, equipment, and services; monitors and follows up on orders, and on Requests for Proposals and bids.
- Prepares specified correspondence, records, files, and reports related to purchasing activities; maintains a variety of files and logs including requisitions, purchase orders, agreements, and multiple award contracts; assist in maintaining vendor master database and new vendor log.
- Reviews and examines financial data and documents to assure accuracy, completeness and compliance with District policies and procedures.
- Enters data and generates purchase orders reports, and spreadsheets; types, formats, and proofreads a variety of correspondence, bids, memoranda, and other business documents.

- Maintains fixed assets inventory spreadsheet in conjunction with warehouse personnel ensuring that all capital items are accounted for and balanced.
- Works productively and cooperatively with others by demonstrating respect, patience, and equitable treatment of all internal and external customers.
- Observes and complies with District and mandated safety rules, regulations, and protocols.
- Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Operations and services of a comprehensive purchasing program,
- District and department purchasing policies, procedures, and practices.
- Purchasing methods, procedures, and terminology.
- General accounting principles and business mathematics.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Principles and practices of record keeping.
- Technical terminology related to the procurement of goods and materials.
- Use and application of different competitive bidding processes.
- Modern office practices, procedures, and equipment.
- District and mandated safety rules, regulations, and protocols.
- Techniques of providing a high level of customer service by effectively interacting with students, staff, faculty, representatives of outside organizations, and members of the public, including individuals of diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, physical ability, and sexual orientation.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Perform a variety of complex technical and specialized clerical duties in support of the purchasing function.
- Ensure compliance with applicable District policies, procedures, and governmental regulations.
- Compile and verify data and generate reports.
- Source goods and materials for District purchases.
- Make accurate and timely mathematical computations.
- Maintain records and files.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing.
- Demonstrate sensitivity to, and understanding of, the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds of community college students.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:

- Equivalent to completion of the twelfth (12th) grade, supplemented by college-level coursework in purchasing, accounting, bookkeeping or closely related field.

Experience:

- Two (2) years of experience providing technical support to a purchasing program.

Licenses and Certifications:

- None.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 10 pounds.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.