

Position: Purchasing Technician	Salary Grade: 18
Department: Administrative Services	FLSA: Non-exempt

**Summary**

Provides a variety of purchasing, contract administration, technical accounting and budget maintenance support to include accounts payable, general insurance, and financial reports. Provides support to fixed assets, inventory, and records management. Coordinates the approval and distribution of requisitions and purchase orders for goods and services.

**Essential Duties and Responsibilities**

- Receives and reviews requisitions. Examines accounts codes and budget classifications for correctness and verifies budget availability and proper authority for requests.
- Prepares purchase orders for a variety of commodities, services, and equipment such as photocopiers, contracts for services, etc. Utilizes cash, terms or credit card as methods of purchasing goods and services. Maintains records of transactions and use of equipment and services.
- Expedites and follows up on orders outstanding, resolving discrepancies, disputes, issues around the quality and quantity of goods and services received. Arranges for returns and exchanges.
- Prepares formal bid packets for competitive bidding processes on services and merchandise. As part of this process, researches and prepares lists of vendors, advertising networks, assembles and mails packets, and coordinates supplemental materials as needed. Advertises bidding announcements in local newspapers.
- Prepares, from standing procedures and instructions, contract documents, purchase orders, and special documentation for bonds, insurance, etc. Ensures proper authorizations before distribution.
- Adjusts inventory by entering purchase orders, adjusting quantities, and allocating costs to other departments.
- Participates in year-end inventories by input and reconciling of recorded versus physical differences. Documents transactions in order to support annual audits.
- Maintains schedules of financial information such as unpaid taxes, open purchase orders, and project work-in-progress. Computes and reports financial data such as sales tax due to the State Board of Equalization. Submits reports and payments.
- Assists in establishing and maintaining computerized accounts and reports. Enters information into the computer affecting the chart of accounts, expenditures and appropriations. Reconciles District financial records with County data runs and perform appropriate adjustments. Processes journal entries, inter-budget transfers and cancellations of budget transfers.

- Analyzes and audits financial data and documents to assure accuracy, completeness and compliance with District policies and procedures, and reconcile billings to the College. Maintains records of fixed assets. Maintains ledgers of purchase orders issued, filled and outstanding.
- Receives, reviews, and processes accounts payable and payment of credit card statements in accordance with County regulations, State Education Codes, College policies and procedures, and State banking laws. Submits accounts payable registers to the County Schools Claims Office for payment. Verifies and audits County checks against registers for accuracy and distribute to vendors.
- Performs other duties as assigned that support the overall objective of the position. May serve as a team leader in the absence of the supervisor.

## **Qualifications**

- **Knowledge and Skills**

The position requires a complete working knowledge of procedures used in contracting for professional services, construction, and the purchasing of supplies and equipment. Requires a basic knowledge of the specification development process. Requires a working knowledge of inventory management, including economic reorder points, accounting and inventory. Requires a working knowledge of the budget process and the procedures for making line item transfers within the accounting system. Requires working knowledge of personal computers and Windows™-based office productivity software such as word processing and spreadsheets. Must be familiar with modern office methods, practices and equipment pertinent to purchasing. Requires sufficient math skill to perform a variety of math and accounting transactions. Requires sufficient reading and language skill to document transactions and prepare reports. Requires sufficient communication skills to convey technical information to other departments and vendors.

- **Abilities**

Requires the ability to perform all of the essential duties of the position effectively and efficiently with minimal supervision. Must be able to prepare highly technical bid documents from established formats and instructions. Must be able to plan and prioritize work to meet schedules and timelines. May require the ability to perform work assignments at all College locations.

- **Physical Abilities**

Requires sufficient ambulatory ability to move to various work locations. Requires manual hand-eye-arm coordination to use a personal computer keyboard and office equipment. Requires the ability to lift objects of medium weight (less than 40 pounds) on an occasional basis. Requires sufficient hearing and auditory ability to carry on conversations in one-on-one and small group settings and deliver in-service type training. Requires near visual acuity to read printed materials.

- **Education and Experience**

The position requires an Associate's degree in accounting, purchasing, or related field that would enable performance of the job and five years of experience in a business and financial management capacity.

- **Licenses and Certificates**

May require a valid driver's license.

- **Working Conditions**

Work is performed indoors and on occasion, outdoors, where minimal safety considerations exist.

*This job/class description, describes the general nature of the work performed, representative duties as well as the typical qualifications needed for acceptable performance. It is not intended to be a complete list of all responsibilities, duties, work steps, and skills required of the job.*

Board approved: 07/10/2003