

## MADERA UNIFIED SCHOOL DISTRICT

## JOB DESCRIPTION

**Position:** Purchasing Technician  
**Department/Site:** Purchasing  
**Reports to:** Director of Purchasing

**Classification:** Classified  
**Salary Schedule:** Classified  
**Salary Range:** 26  
**FLSA:** Non-exempt

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### **PURPOSE STATEMENT**

Under general supervision, the Purchasing Technician performs a variety of complex technical purchasing duties, clerical duties and secretarial duties in support of the District's Purchasing, Print Shop, and Warehouse Departments. Processes and expedites purchase orders. Performs miscellaneous clerical duties to support purchasing staff and activities to provide timely delivery of professional services. Works independently and exercises some judgment and discretion in planning and prioritizing work.

### **Essential Functions**

- Efficiently perform a variety of technical and clerical duties in support of the Purchasing, Warehouse, and Print Shop Departments by using independent judgment and an understanding of departmental functions and established policies and procedures.
- Compiles data from a variety of sources for preparing reports, board agenda items, and consultant agreements.
- Performs general to complex secretarial functions (e.g. Microsoft office/ Google suite, scheduling, copying, faxing, data entry, filing, etc.) for supporting office functions.
- Provides support to District employees, purchasing Director/staff and the public; answers and initiate phone calls and responds to inquiries, screening calls, requesting information, and/or conveying information.
- Responds to a variety of inquiries from internal and external parties; distributes information and communications to other departments and school sites.
- Distributes information to departments and sites: prepares memos for communication to vendors or school site personnel: distributes general mail.
- Orders supplies and stocks items for the department using approved sources.
- Maintains pre-qualifications packets to ensure District compliance with state regulations.
- Maintains a variety of records and files related to the department; board agenda documents, fixed assets, receipts/buyback transactions for the purpose of communicating information and/or creating documentation in compliance with established guidelines.
- Updates and maintains the department's webpage, Warehouse, and Print Shop.
- Maintains deletions in fixed asset database in order to ensure accuracy and audit compliance.
- Assists with vendor communications, purchase order tracking, and discrepancy resolutions; and explains department policies and procedures within the scope of authority.
- Makes financial decisions regarding the purchases of non-stock items, to determine best sources for cost savings to sites/departments.
- Assists the purchasing staff with the processing of requisitions and purchase order distribution during peak times.
- Processes requisitions and issues purchase orders that involve the acquisition of blanket purchase orders.

- Updates and maintains current Catalogs, Standard Operating Procedures, and Safety Training documentations for Purchasing, Warehouse, and Print shop Departments, and other related information.
- Participates in unit meetings, in-service training, workshops for the purpose of conveying and/or gathering information required to perform functions and for ongoing professional development.
- Assists the Director of Purchasing on special projects as assigned.

### **OTHER FUNCTIONS**

- Performs other related duties as assigned for ensuring the efficient and effective functioning of the work unit.

### **KNOWLEDGE, SKILLS AND ABILITIES**

#### **Knowledge of:**

- Basic math, including calculations using fractions, percentages and ratios
- Understand written procedures
- Understands automated purchase order systems sufficient to create purchase orders from request or requisitions
- Office management procedures and purchasing procedures, practices, methods and terminology
- Accurate record-keeping techniques
- Bid specification preparation
- Basic understanding of Microsoft Excel and Word
- Basic research methods
- Oral and written communication skills
- Use correct English usage, grammar, spelling, punctuation and vocabulary
- Office procedures and purchasing procedures, practices, methods and terminology
- District organization, operations, practices, objectives and goals

#### **Skills and Abilities to:**

- Perform single, technical tasks with the need to upgrade skills in order to meet changing job conditions
- Operate a variety of modern office equipment and computer and software applications
- Preparing and maintaining accurate records a variety of data
- Processing of purchase orders
- Perform other clerical and technical duties to support the purchasing/warehouse and print shop functions
- Efficiency and use of computer software applications (i.e. Microsoft Word and Excel)
- Understand and follow oral and written directions
- Maintain regular attendance
- Read, understand, interpret, apply and explain current rules, regulations, policies and procedures
- Establish and maintain cooperative and effective working relationships with a diverse range of people
- Analyze situations accurately and timely and adopt effective courses in action
- Communicate, understand and follow both oral and written directions effectively
- Communicate effectively and courteously with contacts within and outside the District
- Learn new or updated computer systems/programs or skills to apply to current work
- Utilize specific job related equipment
- Work independently with little direction

## **RESPONSIBILITY**

Responsibilities include working under limited supervision using standardized practices and/or methods. Utilization of some resources from other work units is often required to perform the job's functions.

## **WORKING ENVIRONMENT**

The usual and customary methods of performing the job's functions require the following physical demands: stamina to perform multiple assignments and tasks with many interruptions and deadlines while under a variety of circumstances including critical, intense, or urgent situations; working under stressful situations; hearing and speaking to exchange information and make presentations; dexterity of hands and fingers to operate a computer keyboard; seeing to read a variety of materials. Generally, the job requires 75% sitting, 20% walking, and 5% standing. The job is performed in a generally hazard free environment and in a clean atmosphere.

## **MINIMUM QUALIFICATIONS**

**Experience:** Three (3) years of progressively responsible work experience in clerical, purchasing duties, accounting, and/or financial record keeping preferably in a distribution and/or school business environment.

**Education:** High school diploma or equivalent.

OR

An equivalent combination of education, work experience, and certifications that demonstrates possession of the requisite knowledge, skills, and abilities of the position may be substituted.

## **REQUIRED TESTING**

- Pre-employment Proficiency
- Pre-employment Physical Exam

## **CONTINUING EDUCATION/TRAININGS**

- None Specified

## **CERTIFICATES/LICENSES**

- Valid California Class C Driver's License

## **CLEARANCES**

- DOJ/FBI Background
- TB Skin Test
- Physical Demand (A)