



CLASSIFIED
Job Class Description
 Equal Employment Opportunity

MADERA UNIFIED SCHOOL DISTRICT
 PERSONNEL COMMISSION
 APPROVED MOTION NO. 22-2022/23
 DOCUMENT NO. 10-2022/23
 DATED 10/19/2022

<u>PURCHASING TECHNICIAN</u>	
DEPARTMENT/SITE: Purchasing REPORTS TO: Director of Purchasing	SALARY SCHEDULE: Classified Bargaining Unit SALARY RANGE: 26 WORK CALENDAR: 261 Days FLSA: Non-Exempt

PURPOSE STATEMENT:
 Under the general direction of the Director of Purchasing, 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. The position works independently and exercises some judgment and discretion in planning and prioritizing work. The incumbents in this classification provide the school community with quality purchasing activities which directly supports student learning and achievement.

DISTINGUISHING CHARACTERISTICS
 Positions in this class perform technical purchasing duties, and provide administrative support to the department. This class differs from the higher-level Buyer class which performs routine procurement duties associated with the purchasing of various materials, supplies, equipment and services for the District and processes purchasing documents and materials and maintains vendor/source information and inventories.

ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:
The following alphabetical list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.

- Assists the Director of Purchasing on special projects as assigned.
- Assists the purchasing staff with the processing of requisitions and purchase order distribution during peak times.
- Assists with vendor communications, purchase order tracking, and discrepancy resolutions; and explains department policies and procedures within the scope of authority.
- Compiles data from a variety of sources for preparing reports, board agenda items, and consultant agreements.
- Distributes information to departments and sites; prepares memos for communication to vendors or school site personnel; distributes general mail.
- 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.
- Maintains a variety of records and files related to the department; board agenda documents, fixed assets, receipts/buyback transactions to communicate information and/or create documentation in compliance with established guidelines.
- Maintains deletions in fixed asset database in order to ensure accuracy and audit compliance.

- Maintains pre-qualifications packets to ensure District compliance with state regulations.
- Makes financial decisions regarding the purchases of non-stock items, to determine best sources for cost savings to sites/departments.
- Orders supplies and stocks items for the department using approved sources.
- Participates in unit meetings, in-service training, workshops to convey and/or gather information required to perform functions and for ongoing professional development.
- Performs general to complex secretarial functions (e.g., Microsoft office/ Google suite, scheduling, copying, faxing, data entry, filing) for supporting office functions.
- Processes requisitions and issues purchase orders that involve the acquisition of blanket purchase orders.
- 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.
- Updates and maintains current Catalogs, Standard Operating Procedures, and Safety Training documentations for Purchasing, Warehouse, and Print shop Departments, and other related information.
- Updates and maintains the department's webpage, Warehouse, and Print Shop.
- Performs other related duties as assigned for ensuring the efficient and effective functioning of the work unit and the District, including various mandatory District trainings.

KNOWLEDGE, SKILLS, AND ABILITIES

(At time of application)

Knowledge of:

- Purchasing procedures, practices, methods and terminology
- Basic math, including calculations using fractions, percentages and ratios
- Purchasing procedures, practices, methods, and terminology
- Accurate record-keeping techniques
- Bid specification preparation
- Microsoft Excel and Word
- Use correct English usage, grammar, spelling, punctuation, and vocabulary
- District organization, operations, practices, objectives and goals

Skills and Abilities to:

- Understands automated purchase order systems sufficient to create purchase orders from request or requisitions
- Operate a variety of modern office equipment and computer and software applications
- Prepare and maintain accurate records
- Understand and follow oral and written directions and procedures
- 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 effectively and courteously with contacts within and outside the District
- Learn new or updated computer systems/programs or skills to apply to current work

- Work independently with little direction
- Perform multiple assignments and tasks with many interruptions and deadlines

RESPONSIBILITY:

Responsibilities include working under general supervision using standardized procedures; providing information and/or advising others; and operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

JOB QUALIFICATIONS / REQUIREMENTS:

(At time of application and in addition to the Knowledge, Skills, and Abilities listed above.)

EDUCATION REQUIRED:

High School diploma or equivalent.

EXPERIENCE REQUIRED:

Two (2) years of experience in clerical, purchasing, accounting, and/or financial record keeping preferably in a distribution and/or school business environment; **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.

LICENSE(S) REQUIRED:

- Valid, current California Driver's License to drive to various sites as required to perform job duties.

CERTIFICATIONS AND TESTING REQUIRED:

- Pass the District's applicable proficiency exam for the job class with a satisfactory score
- After offer of employment, obtain:
 - Criminal Justice and FBI Fingerprint Clearance
 - Negative TB test result plus periodic post-employment retest as required (currently every four years)

WORK ENVIRONMENT / PHYSICAL DEMANDS:

(Must be performed with or without reasonable accommodations)

- The job is performed in an indoor office environment with extensive sitting, and some walking and standing
- Moderate lifting, carrying, pushing, and/or pulling of boxes and files
- Stooping, kneeling, crouching, and/or crawling to access files
- Manual dexterity to operate a computer keyboard and other office equipment, handle files and documents
- Hearing and speaking to exchange information in person or on the telephone
- Visual acuity to see/read documents and computer screen