



EAST SAN GABRIEL VALLEY REGIONAL OCCUPATIONAL PROGRAM AND TECHNICAL CENTER
1501 West Del Norte Street, West Covina, CA 91790 •(626) 962-5080 •Fax (626) 472-5125

PURCHASING TECHNICIAN

DEFINITION

Under the general direction and supervision of the Chief Financial Officer (CFO), perform all duties related to purchasing and inventory control. Assist with other accounting functions of the District, such as accounts receivable, accounts payable, budgeting, attendance accounting, and special programs in accordance with district policy and state law. This is a classified confidential position.

EXAMPLES OF DUTIES

1. Perform responsible technical and purchasing duties related to reviewing and processing requisitions, purchase orders, contracts, and other related purchasing documentation.
2. Assure compliance with established guidelines, rules, regulations, and procedures affecting purchasing and District inventory control.
3. Prepare and maintain a variety of records, files and catalogs related to the District purchasing function, such as: purchase orders, reports, correspondence, bid specifications and awards, vendor files, requisition logs, quotations and other purchasing forms and materials, as assigned.
4. Review all purchase order requests for completeness, accuracy, cost effectiveness, and adherence to standards, codes, policies, and procedures.
5. Prepare and enter financial data accurately for internal or external computer processing.
6. Independently gather and analyze data necessary for informed purchasing decisions.
7. Analyze competitive bids.
8. Prepare accurate purchase order schedule and District inventory disposal lists for submission to the Board.
9. Establish and maintain accurate District inventory data, equipment disposal lists, purchase orders, and other files and/or records, as required.
10. Receive and process delivered purchases for completeness; mark newly purchased equipment as ROP property, when applicable, and update inventory records.
11. Deliver processed purchases to various District locations.
12. Coordinate service repairs for equipment.
13. Communicate effectively with District personnel and outside agencies orally and in writing.
14. Communicate effectively with vendors to answer questions regarding past due invoices and other information.
15. Notify personnel and vendors of approvals of extensions and changes to purchase orders.
16. Prepare and update vendor lists and records.
17. Provide information requested by bidders and vendors.
18. Type and prepare requisitions, bids, purchase orders and other documents, as directed.
19. Perform general accounting clerical duties including filing, assembling, tabulating, calculating, duplicating, and verifying purchasing data.

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20. Distribute copies of purchasing documents and records and maintain manual and computerized files on items such as services, purchases, costs, delivery, and performance.
21. Review and check requisitions, disposals, and purchase orders for accuracy and completeness, including authorizing signatures.
22. Contact vendors regarding incorrect shipments; assist in resolving problems and follow up on the status of orders that may involve review of paper work and personal or telephone contact with vendors, freight service companies, requestors, and District personnel.
23. Establish and maintain filing of purchasing documents and contracts.
24. Work with the buyers and requestors on tracking missing or incorrect supplies or materials.
25. Organize and maintain sufficient inventory of general supplies in designated area.
26. Verify the accuracy of various financial and statistical reports.
27. Communicate changes of purchase orders with District personnel.
28. Work with computer-based accounting systems in preparing input to the computer and using output reports.
29. Input new vendor information on in-house and PeopleSoft applications.
30. Operate a variety of office machines including, but not limited to: a copier, fax, typewriter, calculator, personal computer, keyboard terminal, and multi-line telephone.
31. Date stamp and distribute mail and documents.
32. Complete basic math calculations and verify computations.
33. Assist with auditing of accounting records for accuracy, completeness, and compliance with accepted standards.
34. Create journal entries and transfer funds.
35. Assist in the balancing and reconciliation of revolving cash and supplemental accounts.
36. Review forms for accuracy and completeness; make corrections as appropriate; duplicate materials as needed.
37. Communicate with personnel, administrators, schools, outside agencies and the public to obtain and exchange information, and resolve issues or concerns.
38. Provide excellent customer service to all prospective students, current students, and staff.
39. Provide customer service and assist visitors, students and District staff, on behalf of the Business Office.
40. Assist CFO and business office staff with business activities and accounting functions, in support of the department.
41. Perform other related duties as requested or assigned.

QUALIFICATIONS

1. Any combination of education, training and/or experience demonstrating ability to perform required duties. A typical qualifying background would include an AA degree with a major in accounting and a minimum of 2 years of work experience in a purchasing position in a school district office.
2. Must be proficient in utilizing computerized accounting databases and software programs, including Excel.
3. Candidates with purchasing experience in a Los Angeles County school district preferred.
4. Must have a valid California driver's license and proof of automobile insurance.
5. Excellent human relations, communication, and customer service skills.
6. Exceptional organizational and social interaction skills.
7. Display the highest level of integrity.
8. Possess strong oral and written communication proficiency.
9. Proficient in MS Word, Excel and Outlook.

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10. Correct usage of English, grammar, spelling, punctuation, and vocabulary.
11. Pre-employment physical exam required.

KNOWLEDGE OF

1. District purchasing policies, procedures and operations, including bidding process.
2. Applicable State and Federal laws, codes, regulations, policies and procedures.
3. Methods, practices and terminology of purchasing and financial record keeping.
4. Accounting standards, auditing, fiscal control, and procedures.
5. Analytical techniques and planning methods.
6. Types and sources of supplies, materials, contracts, and equipment used in a school district.
7. Technical aspects of researching: comparing and purchasing District supplies, materials and equipment.
8. Financial and statistical record keeping techniques.
9. Modern office practices, procedures and equipment including a computer terminal and related software, including, but not limited to: Excel, Word, Access, PeopleSoft, and other current computer software applications.
10. Interpersonal skills using tact, patience and courtesy.
11. Customer service techniques and etiquette.
12. Effective oral and written communication skills.
13. Correct English usage, grammar, spelling, punctuation and vocabulary.
14. Effective office principles, procedures, and practices including filing systems and maintenance, telephone etiquette, and report writing.
15. Record-keeping and report preparation techniques.
16. Methods of collecting and organizing data and information.
17. Basic mathematics.
18. District rules, regulations, procedures, and policies.

ABILITY TO

1. Multi-task under pressure while maintaining excellent customer service.
2. Understand and carry out verbal and written directions with minimal supervision.
3. Interpret and apply State and Federal laws, rules, regulations, and ROP policies and procedures.
4. Use discretion in organizing activities and setting priorities to meet established deadlines.
5. Establish and maintain a variety of filing systems related to purchasing, inventory control, accounting, and fiscal activities.
6. Establish, balance, verify, adjust, and maintain accounting, purchasing, inventory, and fiscally related records and reports.
7. Analyze data and information; formulate conclusions.
8. Utilize accounting database management systems and software programs proficiently and accurately, including, but not limited to: PeopleSoft, MS Excel, Access, and Word.
9. Operate a variety of office equipment, including (but not limited to) personal computer, copy machine, printer, fax machine, calculator, postage meter, and other peripheral equipment.
10. Communicate effectively with students, instructors, District staff, parents, and public in general.
11. Prioritize, organize, and complete tasks in accordance with established policies and procedures.
12. Complete arithmetic calculations.
13. Operate equipment needed to accurately and efficiently complete tasks, including, but not limited to: computer, calculator, copy/fax machine.
14. Use independent judgment in performing difficult and responsible work with accuracy.
15. Prepare clear and comprehensive reports.

16. Maintain current knowledge of computer industry and educational technologies.
17. Pay attention to detail and make accurate calculations and assessments when analyzing and correcting complex errors.
18. Organize, plan, and implement a variety of tasks simultaneously, with multiple interruptions and distractions.
19. Maintain effective and cooperative working relationships with staff, students, outside agencies, and the general public.
20. Collaborate with other departments.
21. Prioritize, multi-task, perform well under pressure, meet deadlines, and work a flexible schedule.
22. Understand and carry out oral and written directions.
23. Maintain confidential records, files, and other sensitive materials.
24. Function in situations requiring tact and discretion.
25. Maintain confidentiality.

PHYSICAL ABILITY

While performing the duties of this job, the employee is frequently required to use hands to finger, handle, feel objects, tools or controls, talk, or hear. The employee is frequently required to walk and sit; and frequently required to stand, reach with hands and arms, climb or balance, and stoop, kneel, crouch, or crawl.

The employee must regularly and/or daily lift, push, pull, carry, or move 50 pounds. The employee may be required to lift, push, pull, carry, or move up to 75 pounds, depending whether it is a straight lift with no turning movement. Specific vision abilities required by this job include close vision, distance vision, color vision, and peripheral vision.

WORK ENVIRONMENT

Employees in this classification must be able to work both indoors and outdoors, while performing the essential functions of this job. While indoors, employees are exposed to computers and other electronic equipment with potential exposure to electric shock.

Employees in this classification must be able to operate a vehicle. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

SALARY PLACEMENT

Schedule T, Range 23

This class description is not a complete statement of essential functions, responsibilities, or requirements. Requirements are representative of the minimum level of knowledge, skills, and/or abilities. Management retains the discretion to add or change typical duties of the position at any time.