



Position: **Technician II - Purchasing**
Department: **Purchasing Department/Warehouse**
Bargaining Unit: **CSEA**
Salary: **Classified Unit Salary Schedule, Range 33**

DEFINITION

Under general supervision, coordinate and assist in the clerical processing of a variety of purchasing documents and inventory records, and to do related work as required.

SUPERVISION RECEIVED AND EXERCISED

Supervision is provided by the Director I, Purchasing or designee.

DISTINGUISHING CHARACTERISTICS

These classifications are distinguished in the following ways: The Technician II - Purchasing is the entry level class in the series and assists in the clerical processing of a variety of purchasing documents. The Analyst II – Purchasing purchases a variety of school supplies, materials, services and equipment. The Lead Analyst – Purchasing assigns and monitors the work of the Analyst II - Purchasing and other purchasing clerical staff.

EXAMPLE OF RESPONSIBILITIES

1. Coordinate and assist in preparing, examining, checking and processing of requisitions, receiving reports, quotes and bids involved in the purchase of warehouse stock and non-stock materials, services, supplies and equipment.
2. Enter requisitions, purchase orders and receipts via computer systems and verify quantities and prices.
3. Contact vendors, schools, and departments to clarify information on bids, requisitions and invoices, or to obtain other data relating to purchasing documents.
4. Schedule bids and quotes; interpret, analyze and consolidate bid/quote information, check bids/quotes for accuracy, completeness and correct terminology.
5. Obtain bids and quotations by mail and phone.
6. Compose and type memorandums and correspondence, and maintain office records for purchasing department, included vendor lists and bid lists.
7. Resolve problems with shortages and incorrect shipments. Follow up on unfilled orders.
8. Monitor and maintain stock levels of warehouse items, and take appropriate action to ensure availability of stock items to sites and departments.
9. Coordinate year-end warehouse inventory, and enter physical inventory figures into computer system.
10. Compile data and prepare periodic reports, including year-end inventory figures such as overages and shortages, damaged and/or obsolete materials, and total on hand inventory values.
11. Keep informed on trends and requirements affecting school purchasing.
12. Effectively communicate and maintain cooperative relationships with those contacted in the course of work.
13. Perform other related duties as assigned.

JOB REQUIREMENTS

Knowledge of:

- Knowledge of basic purchasing procedures, terminology and inventory control and warehousing methods.
- Knowledge of financial record keeping methods, practices and terminology.
- Knowledge of and ability to use e-mail and calendaring programs.
- Knowledge of and ability to use word processing, database and spreadsheet programs to develop and produce correspondence, reports, publications, presentations and projects.
- Knowledge of letter and report writing techniques.
- Knowledge of modern office methods and practices.
- Knowledge of general first aid procedures, if assigned to a school site.



Position: **Technician II - Purchasing (continued)**

Work Factors:

- **Observance of Work Hours** – Punctuality in reporting to or leaving duty station in accordance with prescribed schedule of working hours.
- **Safety Practices** – Complying with safety practices, particularly situations involving pupils.
- **Quality of Work** – Degree of excellence of the work performed.
- **Quantity of Acceptable Work** – The amount of work completed in relation to the scheduled work load.
- **Work Judgements** – Analyzing work situations and drawing sound conclusions.
- **Planning & Organizing** – Planning and organizing assigned duties to achieve desired results.
- **Work Knowledge/Skills** – Attainment of specialized knowledge needed to perform the job responsibilities.
- **Meets Assignment Deadlines** – Timely completion of reasonable deadlines.
- **Accepts Direction** – Acceptance of supervision, training, and instruction.
- **Accepts Change** – Adaptability and flexibility to work situations and/or circumstances.
- **Accepts Responsibility** – Willingness to accept responsibility.
- **Operation & Care of Equipment** – Concern for safe, responsible, and reasonable operation or use of equipment.
- **Initiative** – Showing initiative in work improvements, identifying and correcting errors, and initiating work activities.
- **Interpersonal Relationships** – Interacting with students, parents, coworkers, and administrators in a positive and constructive manner.
- **Appearance of Work Station** – Neat and efficient arrangement of work area.
- **Grooming & Dress** – Appropriate personal appearance and work attire in relation to health, safety, and organizational standards.
- **Reading Comprehension** – Demonstrating reading comprehension at least equal to that of a H.S. senior.
- **Writing Skills** – Demonstrating writing skill at least equal to that of a H.S. senior.
- **Mathematical Skills** – Demonstrating mathematical skills at least equal to that of a H.S. senior.

MINIMUM QUALIFICATIONS

Experience:

- Two (2) years accounting, bookkeeping, clerical, secretarial experience performing general work tasks.

Education:

- Graduation from high school or General Education Development (GED) Certificate or California High School Proficiency Examination (CHSPE) Certificate.

License/Certificates

- Typing certificate evidencing an ability to keyboard at a net rate of 45 words per minute or passage of the MCS Clerical Assessment

Physical Characteristics:

- Sufficient vision to read small print.
- Sufficient depth perception to file documents.
- Sufficient hearing to hear normal and telephone conversations.
- Ability to speak in a voice that can be clearly heard and understood on the telephone and in face-to-face conversations.



Position: **Technician II - Purchasing (continued)**

- Sufficient dexterity to manipulate small objects, print or write legibly, operate telephone, use computer keyboard, typewriter and other business machines.
- Sufficient physical ability to sit or stand for prolonged periods of time.
- Sufficient physical ability to reach horizontally and vertically with arms.

Board Approved: 7/16/07

Reclassification/Equity Adjustment Review Committee Revised and Approved: 5/26/21