

FRESNO UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Purchasing Technician	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Purchasing	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	WORK YEAR:	Varies
BOARD APPROVAL:	March 24, 2010	SALARY:	G-28/CSEA 125 Salary Schedule

BASIC FUNCTION:

Under general direction of an assigned supervisor, process and expedite purchase orders and requisitions in a reasonable, timely and efficient manner to meet the needs of students and staff; perform other duties in support of an assigned part of the purchasing function to provide timely delivery of professional services.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

Efficiently prepare and check accuracy of requisitions, reports, vouchers, invoices and purchase orders; accurately compute extensions, discounts and taxes. *E*

Record receipt of requisitions; inspect for accuracy, completeness and proper authorization; enter requisition data into computer; distribute to appropriate personnel. *E*

Issue purchase orders involved in the acquisition of materials and services including supplies, textbooks, equipment and other items to provide students access to high learning quality options and a variety of activities. *E*

Prepare bid spreadsheets; send out requests for bids and quotations. *E*

Answer telephones and provide reasonable, timely assistance and accurate information regarding the status of purchase orders and related purchasing activities; communicate with a diverse range of vendors, salespeople, staff and others to research and exchange information or explain District procedures and policies. *E*

Resolve discrepancies with accounting and warehouse personnel on receiving reports and payments to assist in ensuring the financial viability of the district. *E*

Efficiently perform a variety of clerical duties in support of the purchasing function such as typing, duplicating, filing and answering phones; order and stock office supplies; obtain quotations and follow-up information; accurately tabulate and record bids and quotations; prepare bid lists and charts. *E*

Accurately type a variety of materials such as purchase orders, reports, correspondence, bid specifications and awards, quotations and other purchasing forms and materials. *E*

Maintain a variety of current records, files and catalogs related to the District purchasing function. *E*

Operate a variety of standard office equipment including but not limited to typewriters, computers, copiers and fax machines. *E*

Assist Buyers in developing vendor lists, researching a variety of information and maintaining related records and files.

Perform related duties as assigned.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school supplemented by college-level course work in purchasing, business administration or related field and three years of responsible clerical experience including one year in a purchasing office.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Basic purchasing policies, practices and terminology.
Modern office practices, procedures and equipment.
Accurate record-keeping techniques.
Telephone techniques and etiquette.
Correct English usage, grammar, spelling, punctuation and vocabulary.
Operation of computer and other office equipment.
Oral and written communication skills.
Interpersonal skills using tact, patience and courtesy.
Statistical typing and record-keeping.

ABILITY TO:

Learn and apply policies, practices and terminology used in purchasing supplies and materials for a school district.
Operate a variety of office equipment.
Perform a variety of clerical support duties such as statistical typing, duplications, and filing.
Financial and statistical record-keeping techniques.
Add, subtract, multiply and divide quickly and accurately.
Establish and maintain cooperative and effective working relationships with a diverse range of people.
Communicate, understand and follow both oral and written directions effectively.
Meet schedules and time lines.
Maintain records and prepare reports.
Communicate using patience and courtesy in a manner that reflects positively on the organization.
Learn new or updated computer systems and programs to apply to current work.
Actively participate in meeting District goals and outcomes.
Apply integrity and trust in all situations.
Learn District organization, operations, policies, objectives and goals.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment; constant interruptions; repetitive activities.

PHYSICAL ABILITIES:

With reasonable accommodations, if necessary, dexterity to operate a computer and other office equipment; hearing and speaking to exchange information in person or on the telephone; seeing to inspect documents for accuracy; sitting for extended periods of time; reaching overhead, above the shoulders and horizontally, bending at the waist and kneeling or crouching to retrieve files from cabinets and shelves.

Fresno Unified School District is an Equal Opportunity Employer and reasonable accommodations are made under the Americans with Disability Act as required by law.

E = Essential Functions