



Position: Purchasing Technician	Position Number:
Department/Site: Administrative Services	FLSA: Non-Exempt – (Classified CSEA)
Reports to: Controller	Salary Range: 21

DESCRIPTION:

Under the general direction of the Controller or other assigned administrator, perform a variety of technical activities in the procurement and purchasing of goods, materials, supplies, and equipment within assigned area(s); and to perform related processing and record keeping functions.

REPRESENTATIVE DUTIES:

The following is a list of duties that are representative of the position and include, but are not limited to, the following:

- Perform a variety of responsible purchasing duties and accounting duties related to purchasing.
- Review requisitions and completed expense claim forms; verify completeness, accuracy, and compliance with established standards.
- Create purchase orders, create and maintain vendor information files.
- Maintain records and files in support of purchasing functions and duties.
- Contact vendors for prices, product information, new products, and standards.
- Conduct necessary follow-up and tracking to finalize purchasing transactions.
- Answer telephones and greet visitors; establish rapport and provide information and assistance to District personnel.
- Operate standard office equipment including a computer, typewriter, calculator, and copier.
- Prepare forms and reports for the purchase of supplies, services, and equipment.

- Perform accounting assistant-level work as assigned on an ad hoc basis for back-up, and to alleviate workload problems.
- Perform other job related duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Methods, procedures, and terminology used in assigned purchasing and accounting duties.
- Financial and statistical record-keeping techniques.
- Accounting practices and procedures.
- Modern office procedures and practices, including filing systems, reception and telephone techniques, and letters and report writing techniques
- Computer application software that includes word processing, database and spreadsheets, and personal communication data devices.
- Standard office practices, including filing systems, reception and telephone techniques and etiquette, and letters and report writing techniques.
- Basic arithmetic functions.
- Business English usage, spelling, grammar, and punctuation.

Skills and Abilities to:

- Perform accounting procedures of intermediate difficulty in the maintenance of assigned accounts with accuracy.
- Prepare and maintain accurate financial and statistical records.
- Verify, balance, and adjust accounts.
- Process and record purchasing and accounting transactions accurately.
- Operate a computer and relevant software.
- Prepare financial statements and other technical financial reporting documents.
- Operate office equipment such as a calculator, typewriter, and copier.
- Plan and organize work.
- Work confidentially with discretion.
- Learn, apply, and explain policies, procedures, rules, and regulations.
- Answer telephones and greet the public courteously.
- Type at an acceptable rate of speed.
- Understand and follow oral and written directions.
- Establish and maintain cooperative and effective working relationships with those contacted in the course of work.
- Demonstrate positive interpersonal skills using tact, patience, and courtesy.
- Prioritize and complete all work with minimum supervision and ensure accurate records and documents are completed and updated within required timetables.
- Utilize and apply the technology of word processing, database, and spreadsheet applications.
 - Communicate in English, clearly and concisely, both orally and in writing.
 - Perform mathematical calculations with speed and accuracy.

- Follow rules, laws, and policies and apply them with good judgment in a variety of procedural situations.
- Analyze situations accurately and adopt an effective course of action.
- Work independently and function effectively within a team setting.

EDUCATION AND EXPERIENCE:

- High school diploma, or equivalent education, and
- Two (2) years of responsible purchasing, bookkeeping, or accounting experience, or comparable experience that has provided the employee with the required knowledge and abilities to successfully perform job duties.

Licenses and Certifications:

- Possession of an appropriate, valid California Driver's License, and evidence of insurability

WORKING CONDITIONS:

Environment:

Office setting with a combination of private offices and cubicles of co-workers in the same room, services the accounting and purchasing needs of other employees and students.

Physical Effort: Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

- Physical, mental, and emotional stamina to perform the duties and responsibilities of the position, including sitting at a computer for long periods of time.
- Manual dexterity sufficient to write, use telephone, and business machines for extended periods of time
- Vision sufficient to read printed materials
- Hearing sufficient to conduct in person and telephone conversations (approximately 60 decibels)
- Speaking ability in an understandable voice with sufficient volume to be heard in normal conversational distance or on the telephone
- Physical mobility sufficient to move about the work environment
- Physical tolerance to be exposed to dust, pollen, and other aspects of indoor office air.