

YUBA COMMUNITY COLLEGE DISTRICT

CLASS TITLE: PURCHASING TECHNICIAN

BASIC FUNCTION:

Under the direction of the Director of Purchasing/Contracts, process and expedite purchase orders and requisitions; prepare requisitions and related documents; research products and make appropriate recommendations.

REPRESENTATIVE DUTIES:

Prepare requisitions and related documents; assist in the preparation of formal purchasing proposals, specifications and related documents; analyze requisitions and solicit price quotations; arrange for publication of required legal notices for formal bids. (E)

Research products and make appropriate recommendations; obtain and compare information regarding price, quality, delivery time and related information for materials, supplies and equipment; obtain quotations in writing or on the telephone for commodities assigned. (E)

Review, verify and approve requisitions for purchases of supplies, materials, equipment and services according to established dollar amount and District purchasing procedures. (E)

Prepare original copies of purchase orders for mailing and distribution of other copies to appropriate offices. (E)

Provide assistance and information regarding the status of purchase orders and related purchasing activities; communicate with vendors, and others to resolve discrepancies; return and/or exchange documents; explain District purchasing procedures and policies to staff and vendors. (E)

Serve as expeditor for initiating follow-up and tracer action on orders; notify staff of status and prepare related correspondence; resolve problems and shipment delays. (E)

Assign fixed asset number, categorize and prepare descriptions; input assets into a computerized inventory system; tag and scribe fixed assets District-wide; enter data related to transfers, donations, and retirements of fixed assets. (E)

Coordinate the annual physical inventory with other staff District-wide; provide information to auditors regarding the annual acquisition and deletion of inventory; maintain District-wide inventory master file; prepare year end audit reports. (E)

Balance acquisitions and additions in the general ledger. (E)

Operate a computer, copier, calculator and other office equipment as assigned. (E)

Assign new vendor numbers in the master vendor list; arrange for distribution of vendor information to appropriate offices.

Assist in maintaining purchasing department commodities and quotation files.

Assist with annual surplus sale of equipment.

Perform related duties as assigned.

KNOWLEDGE OF:

Methods of purchasing by specifications and competitive bidding.
Applicable sections of the State Education Code and other applicable laws, rules and regulations.
Audit accountability procedures.
Interpersonal skills using tact, patience and courtesy.
Oral and written communication skills.
Operation of a computer and data entry techniques.
Inventory methods and practices.
Principles and practices involved in the receipt, storage and issuance of material and equipment.
Record-keeping techniques.
Principles and practices of purchasing supplies, equipment and material.

ABILITY TO:

Process and expedite purchase orders and requisitions.
Prepare clear and concise correspondence, bid information and reports.
Understand and apply purchasing rules, policies and laws.
Make arithmetic computations accurately.
Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.
Perform complex clerical work in the area of purchasing.
Work independently with little direction.
Meet schedules and time lines.
Operate assigned office equipment.

EDUCATION AND EXPERIENCE: Any combination equivalent to: two years college-level course work in purchasing, business administration or related field and two years of responsible clerical experience including one year in a purchasing office.

ENVIRONMENT:

Office environment.

PHYSICAL ABILITIES:

Hearing and speaking to exchange information.
Seeing to read a variety of materials.
Dexterity of hands and fingers to operate a computer keyboard.
Sitting for extended periods of time.
Lifting and carrying light objects.
Bending at the waist, kneeling or crouching.