CLASS TITLE: PURCHASING TECHNICIAN

BASIC FUNCTION:
Under the direction of an assigned supervisor, perform a variety of responsible and technical clerical work in support of the business operations and purchasing function within the Ventura County Office of Education (VCOE); apply and explain procedures and policies of purchasing program; perform a variety of research assignments and special projects as assigned; prepare and maintain detailed and complex logs, files and records; review and verify the accuracy and completeness of various documents.

REPRESENTATIVE DUTIES:
Processing of purchasing requisitions; monitoring accounts to verify adequate funds available; monitor purchase requisitions for adherence to Material Safety Data Sheets and Safety Codes.

Plan, coordinate, control, maintain and monitor VCOE surplus inventory and fixed assets.

Assure the timely follow-up and expediting of orders; research and resolve issues with vendors regarding delivery and product quality and quantity; prepare purchase requisitions and related documents; expedite orders and deliveries as needed.

Perform technical clerical duties related to purchasing function such as compiling information from a variety of sources and preparing complex reports as required by County, State or federal regulations; communicate with other agencies or departments to provide or obtain a wide variety of information.

Receive phone calls and answer purchasing questions; provide information to the proper person or office; provide technical information concerning policies and procedures of assigned program or office.

Perform a variety of research assignments and special projects as assigned; search files and contact individuals, departments, and agencies to gather required information; compile information and perform calculations as required.

Contact vendors regarding supplies and services; assure shipments are completed in a timely and accurate manner; call various vendors to obtain prices and availability of supplies and materials.

Prepare letters, memos and forms, requesting, providing or verifying information; compose correspondence independently or from oral instructions; receive, screen and take appropriate action on purchasing mail.

Prepare, format, type, proofread and duplicate a variety of items including proposals and contracts.

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REVISED June 2016
Coordinate schedules and communicate with others regarding meetings, appointments, and other activities. 

Operate computers and peripheral equipment to enter, revise and update information; generate narrative, financial, and statistical records, reports, lists and summaries as needed; utilize various software applications as required by the position. 

Type requisitions and process invoices according to established procedures; monitor and maintain office or program budget according to established guidelines. 

Prepare and maintain detailed and complex logs, files and records; maintain inventory; order supplies and materials as assigned; maintain confidentiality of materials and information. 

Assure timely distribution and receipt of a variety of records and reports; request or provide information as necessary; review and verify the accuracy and completeness of various documents and applications; assign proper codes to documents and enter into computer system. 

Train and provide work direction and guidance to other clerical personnel and student volunteers as assigned. 

Operate a variety of office machines such as typewriter, computer, printer, fax machine, calculator, copier, and specialized equipment common to assigned department. 

Attend meetings, workshops, and in-service training related to assigned duties, program, and department. 

Translate oral and written communications into a designated second language as qualified and required. 

Reconcile State Cal Card Visa Accounts. 

Perform related duties as assigned. 

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

- Basic purchasing policies and procedures.
- Modern office practices, procedures and equipment.
- Common office clerical terminology, skills, and practices.
- Basic financial and statistical accounting and record-keeping.
- Record-keeping techniques, filing systems and information management.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Operation of office machines, including a computer.
- Word processing, database, graphics, and other software applications used by the department or VCOE.
- Telephone techniques and etiquette.

*June 2006*

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Interpersonal skills using tact, patience and courtesy.
Oral and written communication skills.

ABILITY TO:
Perform a variety of responsible and technical clerical work in support of the purchasing function.
Learn the policies and procedures for purchasing.
Accurately assess situation and respond appropriately.
Read, interpret, apply and explain rules, regulations, policies and procedures.
Learn terminology related to purchasing program.
Add, subtract, multiply and divide quickly and accurately.
Plan and organize work.
Meet schedules and time lines.
Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.
Perform duties effectively with interruptions.
Maintain records and prepare reports.
Type at 50 words net per minute from clear copy.
Understand and follow oral and written directions.
Operate a variety of office equipment such as typewriter, computer, and copiers.

EDUCATION AND EXPERIENCE:
Any combination equivalent to: graduation from high school and two years of increasingly responsible experience involving the use of computer equipment and related software.

LICENSES AND OTHER REQUIREMENTS:
Some positions in this classification may be required to speak, read, and write a designated second language and/or possess a valid California driver's license.

WORKING CONDITIONS:
ENVIRONMENT:
Is subject to inside environmental conditions; some positions may involve periodic assignments in a warehouse environment (dusty and hot or cold).

PHYSICAL ABILITIES:
Seeing to observe documents;
Hearing and speaking to communicate with others;
Sitting or standing for extended periods of time;
Climbing stairs;
Dexterity of hands and fingers to operate office equipment;
Bending, reaching overhead and above shoulders, and lifting and carrying objects weighing up to 30 pounds; and
Additionally, some positions in this classification may require stooping, squatting, pushing and pulling.

Should an applicant require reasonable accommodation, the Ventura County Office of Education
will consider that upon request.