

**AMADOR COUNTY UNIFIED SCHOOL DISTRICT
PURCHASING TECHNICIAN**

DEFINITION

Under general supervision, to perform specialized purchasing and warehouse technical-level, sub-professional work; to enter data into a computer; to independently determine warehouse procedures; and to perform related work as required.

CLASS CHARACTERISTICS

Positions in this class perform the District's specialized purchasing functions including operation of the warehouse. Incumbents perform specialized record keeping aspects of purchasing, warehousing and fixed assets. In addition, communication with vendors and the follow through with purchase orders. The procedures of fixed asset and warehouse control, volume of buying and distribution are determined by the incumbent within an established framework. Collateral duties include coordination of the District recycling program, accounts payable and physical inventory.

EXAMPLES OF DUTIES

Independently coordinates and performs the District centralized purchasing operations including the establishment and maintenance of warehousing procedures; attends JPA meetings regarding purchasing and represents the District at such meetings, as assigned; determines school and office delivery schedules; maintains a District warehouse catalogue; enters purchase orders, quotes, bids, stores requisitions, vendor lists, inventory, accounts payable and other data to a computer; codes and screens purchase order requisitions for needed information; places legal ads with newspapers; matches purchase orders, quotes and requisitions; prepares purchase orders, quotes and bids for faxing or emailing to vendors; maintains files of purchase orders, bids, quotes, warehouse and fixed asset inventory, correspondence, vendor information and related purchase, warehouse and distribution files; contacts vendors to make inquiries regarding delivery and to obtain pricing information; places orders to replenish supply of standard forms; schedules printing of reports from computer stored data; compiles data and generates reports and implement applicable procedures for corrective action; performs ancillary duties such as coordination of environment/recycling program; performs varied accounting duties assigned by supervisor; answers telephone, responds to questions regarding purchasing, fixed assets and warehousing procedures and the status of orders, takes messages and transfers calls; receives, opens, sorts and distributes mail; operates, computer, calculator and photocopier; types correspondence; and performs related work as required.

LICENSE

Possession of a valid and appropriate California Driver's License.

QUALIFICATIONS

Knowledge of:

Purchasing, warehousing and accounting terminology;
Specialized purchasing requirements and procedures specific to California school districts.
Basic warehousing and distribution practices, procedures and equipment;
Financial record keeping procedures and practices;
Computer operating methods, particularly as related to business functions and record keeping;
English usage, spelling, grammar and punctuation;
Business mathematics.

Ability to:

Organize, schedule and perform specialized purchasing, warehousing and financial record keeping work at a technical level with considerable independence of action;

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Use good judgment in making decisions and in recognizing delegated scope of authority;
Use tact, diligence and firmness in ensuring that legal requirements, sound purchasing practices and appropriate internal controls are followed by vendors and District personnel;
Implement purchasing program in accordance with legal constraints and District policy;
Read and understand the requirements and procedures used in the purchase, warehouse storage and distribution of supplies, materials and equipment;
Perform specialized and responsible manual and automated record keeping work;
Operate standard modern office equipment;
Operate a computer and use standard and specialized business software with efficiency and accuracy;
Detect discrepancies and make proper corrections;
Organize and schedule work to meet deadlines;
Understand and carryout oral and written instructions;
Establish and maintain effective relationships with those contacted in the course of work.

TRAINING AND EXPERIENCE

Any combination of training, education and experience which demonstrates an ability to perform the duties of the position. A typical qualifying entrance background is completion of formal or informal training in purchasing, warehousing or financial record keeping;

and

Journey-level experience performing specialized purchasing technical duties and financial record keeping work;

or

Experience at or equivalent to experience as a Senior Account Clerk in the Amador County Unified School District in which the incumbent has acquired the knowledges and abilities listed above.

PHYSICAL DEMANDS AND WORKING CONDITIONS

Light Work:

Lifting, pushing and/or pulling objects normally does not exceed 50 pounds and is an infrequent aspect of the job.

Mobility:

Positions in this class require the mobility to stand, stoop, reach and bend and the dexterity of the hands to grasp and manipulate small objects.

Vision:

Positions in this class require vision (which may be corrected) to read small print.

Other Conditions:

Travel within and out of the District boundaries is required.

SALARY LEVEL

Range 25 of the ACUSD Classified* Salary Schedule.

**Incumbent elected to retain confidential status per agreement with CSEA. Future hires will not be confidential.*