PURCHASING TECHNICIAN I AND II
(Bargaining Unit Position)
(Range 24, 31)

DEFINITION
Under general supervision of the Director of General Services perform technical duties associated with purchasing commodities and services for the College and perform other related duties as required.

DISTINGUISHING CHARACTERISTICS
The Purchasing Technician I and II series is distinguished from other classes in the General Services series in that, incumbents are assigned basic to complex purchasing functions. Classification level is based on job requirements, and is assigned to positions. Levels are not intended to denote the skill level of incumbents and there is no progression from Level I to Level II based on the incumbent's length of service.

Incumbents in these positions contribute to institutional effectiveness and support student success with efficient processing of orders and purchasing classroom supplies, materials, equipment, and instructor support items.

ESSENTIAL FUNCTIONS
LEVEL I & II
• Perform duties related to purchasing to include but not limited to: supplies, equipment, repairs, and services; follow up on status of orders; enter and maintain inventory records;
• Resolve challenges associated with purchase orders, shipping, receiving, price changes, and product changes;
• Develop and issue purchase orders, verify calculations, accuracy of orders, and receipt of merchandise;
• Request and maintain material safety data sheets;
• Verify, enter, and maintain vendor information files;
• Schedule regular meetings, develop agenda based on input from Director, attend meetings, take and distribute minutes as required;
• Receive and review all incoming mail; distribute and file as necessary;
• Order supplies, materials and equipment;
• Oversee the work of temporary clerical workers;
• Serve as receptionist for the division/department, including providing information, taking and delivering messages;
• Schedule appointments for Director of General Services;
• Provide information on policies and procedures for the division/department;
• Serves as liaison between Director of General Services and others;
  ▪ Implement, enforce, and maintain inventory control procedures and policies;
  ▪ Reconcile monthly equipment purchases from the District’s Asset Report through Banner (or related software program);
  ▪ Enter data and maintain fixed assets records in District’s Banner (or related software program);
  ▪ Oversee and verify tagging of asset equipment;
  ▪ Update and create reports for end of the year auditors;
  ▪ Track equipment usage; and maintain movement, sale, and deletion of fixed assets;
  ▪ List obsolete equipment for sale, provide for storage of that equipment, arrange for and advertise sale; prepare surplus list for Board of Trustees approval;
  ▪ Implement and maintain GASB 34 procedures and policies;
  ▪ Conduct regular physical inventory;
  ▪ Maintain and report Banner (or related software program) aged equipment, replacement schedule, and depreciation information;
• Apply rules and regulations to practical situations;
• Use appropriate and correct English, spelling, grammar, and punctuation;
• Perform mathematical calculations with speed and accuracy;
• Work effectively under timelines and significant work volume;
• Establish and maintain cooperative working relationships with those contacted in the performance of duties;
• Communicate effectively orally and in writing;
• Demonstrate a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of staff and students and of staff and students with physical and learning disabilities;
• Perform other related duties as required.

Level II
• Oversee the day-to-day operation of the Purchasing office;
• Each month, collect from all General Services staff, verify attendance, and submit various leave forms, time cards, and vacation requests to Director of General Services for approval;
• Assist the Director in the recruitment and hiring processes;
• Gather, synthesize, and provide information for monthly progress reports;
• Organize unit plan materials;
• Monitor budget records and expenditures, general requisitions and purchase orders; monitor budget for student/hourly wages. Advise Director of General Services of budget estimates and balances;
• Review monthly reports for accuracy and completeness;
• Oversee and assign duties to hourly assistants;
• Oversee maintenance and record keeping of physical inventory;
• Develop and reconcile final reports for audit purposes and meet with auditors for final inspection;
• Review for accuracy, specifications of equipment for legal bids;
• Compile and distribute bid packets and arrange for local advertising;
• Review and analyze bid forms and prepare bid summary for Board of Trustees;
• Oversee the implementation of inventory control procedures;
• Maintain inventory of equipment on maintenance contracts.

Essential functions of particular positions within classifications may vary because job duties may vary by work location.

Duties may require the ability to:
• See for the purpose of reading laws and codes, rules and policies, and other printed matter;
• Hear and understand speech at normal levels;
• Understand and carry out oral and written directions;
• Speak so that others will be able to understand a normal in-person and telephone conversation;
• Work at a desk, conference table, or in meetings of various configurations;
• Lift and/or carry 25 pounds.

Qualifications

Education:
Required
LEVEL I
• Equivalent to one year of college level work in business administration or related fields.
LEVEL II
• Equivalent to two years of college level work in business administration or related fields.

Experience:
Required
LEVEL I
• Two years experience in purchasing or related office technology field.
LEVEL II
• Five years of increasingly responsible experience in purchasing and inventory control or related office technology field.
Or any equivalent combination of education and experience.

- **Knowledge of**
  
  - Basic principles, methods, and practices of purchasing and inventory control;
  - State and Federal laws regarding the purchase of supplies, materials, and equipment for educational entities;
  - Accounts payable;
  - Mathematical computations;
  - Modern office practices, procedures, and equipment;
  - Current technologies, personal computer, and associated office software such as word processing, spreadsheet, presentation, and/or database software;
  - Correct usage of English, grammar, spelling, punctuation, and vocabulary;
  - District policies and procedures.

**License and Certificates** (current within the last year):

Required (Levels I and II)

- Valid driver’s license and eligible to obtain California driver’s license upon hire.

CCCUE Approval:  **12/17/09**

Board of Trustees Approval:  **1/6/10**