

CONTRA COSTA COUNTY OFFICE OF EDUCATION

CLASS TITLE: PURCHASING TECHNICIAN

RANGE: 22

BASIC FUNCTION:

Under the direction of the Director II, General Services, perform a variety of technical duties involved in the purchasing of designated supplies, equipment and services for the County Office; order goods and research and obtain related pricing and product information

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Perform a variety of technical duties involved in the purchasing of designated supplies, equipment and services for the County Office; assure smooth and timely delivery of County Office goods and services according to established policies, regulations and procedures.

Research and evaluate vendors, contractors and other sources of supply; obtain written or verbal quotations and bids; confer and negotiate with vendors and contractors concerning price, specifications, product information, availability, deliveries, services and other related matters.

Receive, review, process and distribute purchase orders and requisitions; inspect orders for accuracy and completeness regarding account coding, cost calculations, addresses and vendor information; obtain correct information and resolve discrepancies as needed; process backorders as required.

Order services, supplies and equipment in accordance with established policies and procedures; assure product and quantity accuracy; compare and analyze bids and quotations; select vendors according to price effectiveness, product quality, delivery time lines and vendor reliability.

Maintain and update catalogs and vendor lists; prepare and process bid specifications and quotations as required; develop and maintain contracts as assigned; prepare, process and evaluate various purchasing forms.

Prepare and maintain a variety of records, reports and files related to purchase orders, requisitions, vendors, inventory, financial activity and assigned duties; duplicate and distribute purchasing materials to appropriate vendors and departments.

Review and input a variety of purchasing data into an assigned computer system; establish and maintain automated records and files; initiate queries, develop spreadsheets, manipulate data and generate purchase orders, lists and reports; assure accuracy of input and output data.

Initiate and receive phone calls concerning various purchasing functions, needs, changes and orders; contact other departments to assure receipt of ordered goods; arrange and follow up on deliveries and shipments; resolve purchase order and delivery issues and discrepancies.

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Maintain appropriate inventory levels of regular store stock items; participate in regular and periodic inventories; monitor and maintain fixed asset inventory as required.

Communicate with County Office personnel and various outside agencies to exchange information and resolve issues or concerns.

Operate a variety of office equipment including a copier, fax machine, typewriter, computer and assigned software.

Assist with maintaining accounts and coordinating billing as assigned.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Purchasing policies, practices, procedures and terminology.

Local contractors, vendors and sources of supply.

Technical aspects of researching, comparing and purchasing services, supplies and equipment.

Marketplace and commodity prices and practices.

Use and terminology of requisitions, purchase orders and other purchasing documents.

Record-keeping and report preparation techniques.

Inventory practices and procedures.

Operation of a computer and assigned software.

Interpersonal skills using tact, patience and courtesy.

Oral and written communication skills.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Mathematical computations.

ABILITY TO:

Perform a variety of technical duties involved in the purchasing of designated supplies, equipment and services for the County Office.

Research and evaluate sources of supply.

Obtain verbal and written price quotations and product information.

Prepare, review, verify and process purchasing forms and documents including requisitions and purchase orders.

Learn, interpret, apply and explain laws, codes, rules, regulations, policies and procedures.

Order items and services in accordance with established policies and procedures.

Select vendors according to price effectiveness, product quality and vendor reliability.

Operate a computer and assigned software.

Establish and maintain cooperative and effective working relationships with others.

Work independently with little direction.

Meet schedules and time lines.

Communicate effectively both orally and in writing.

Maintain records and prepare reports.

Perform mathematical calculations with speed and accuracy.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school supplemented by college-level course work in business administration, accounting or related field and two years experience in the purchase of supplies and equipment.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.

Hearing and speaking to exchange information.

Seeing to read a variety of materials.

Sitting or standing for extended periods of time.