

PROCUREMENT TECHNICIAN

Grade 14

Purpose Statement

The job of Procurement Technician is done for the purpose/s of providing support to department activities with specific responsibility for the developing and updating procurement methods and initiating bidding process, inventory control, fixed assets, and ensuring contract requirements are met; procuring assigned product lines; recommending bid awards; identifying products which will enhance efficiency, effectiveness and safety of district operations; resolving complaints and improving customer service; and providing documentation for audit trail, decision making and meeting required regulations.

This job reports to Director of Business Services

Essential Functions

- Administers bidding process and contracts for vendor performance/compliance within established limits (e.g., prepare specifications, evaluate bids, recommend vendors, conduct bid meetings, etc.) for the purpose of securing items and/or services within budget and in compliance with established guidelines.
- Assists stakeholders with a variety of actions (e.g., ordering and purchasing procedures, available funds, audits, accounting functions, etc.) for the purpose of providing information and facilitating purchasing process in accordance with established policies and guidelines.
- Compiles data from a wide variety of sources (e.g., vendors, staff, public agencies, etc.) for the purpose of analyzing issues, ensuring compliance with a wide variety of purchasing and inventory policies and procedures, and monitoring purchasing processes.
- Evaluates a variety of information (e.g., vendor qualifications, surplus equipment lists, change orders, bids, etc.) for the purpose of ensuring proper use of district funds in the acquisition of supplies, equipment, and services.
- Inventories equipment and supplies for the purpose of ensuring appropriate use and disposal of District assets.
- Maintains a wide variety of documents, files, and records (e.g., Requests for Proposal, purchase orders, vendor files, surplus equipment disposal lists, etc.) for the purpose of ensuring the availability of documentation and compliance with established policies and regulatory guidelines.
- Manages District fixed assets for property, plant, and equipment, along with reporting processes, procedures and internal controls (e.g., fixed asset policy development, state regulations and requirements, inventory, etc.) for the purpose of ensuring that items owned by the district are accurately accounted and maintaining the efficient flow of financial processes.
- Negotiates with vendors for the purpose of resolving purchasing issues and ensuring purchases are within state and district requirements.

- Participates in a variety of meetings (e.g., unit meetings, in-service training, workshops, etc.) for the purpose of conveying and gathering information required to perform functions.
- Prepares a variety of work-related information (e.g., vendor lists, purchase orders, bid specifications, quotations, etc.) for the purpose of documenting activities, providing reference, conveying information, and complying with established financial, legal, and administrative requirements.
- Processes purchasing-related information (e.g., bids, incoming purchase requisitions, purchase orders, mail, etc.) for the purpose of updating and distributing information, authorizing for action, and complying with established accounting practices.
- Researches a variety of work-related topics (e.g., contracts, suppliers, equipment, and regulations, etc.) for the purpose of ensuring compliance with budgetary guidelines while meeting District goals.
- Responds to inquiries from a variety of stakeholders (e.g., district employees, vendors, auditors, etc.) for the purpose of ensuring smooth and effective departmental operations and interactions internally and externally.
- Reviews and approves purchasing and inventory information (e.g., purchase orders, request for proposals, etc.) for the purpose of processing requisitions to PO's, sending out PO's to appropriate sites, and completing purchasing processes in accordance with established procedures.

Marginal Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform single, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: applying federal, state and District policies and regulations; operating standard office equipment; preparing and maintaining accurate records; Excel; and utilizing pertinent software applications.

KNOWLEDGE is required to perform algebra and/or geometry; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and solve practical problems. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: accounting/bookkeeping principles; pertinent codes, policies, regulations, and laws; inventory control systems; quantity buying techniques; fixed assets system; and contracts.

ABILITY is required to schedule a number of activities, meetings, and/or events; often gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined but different processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with a variety of data; and utilize a variety of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job

include: communicating with diverse groups; adhering to state purchasing guidelines; maintaining confidentiality; multi-tasking; and working with detailed information.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; tracking budget expenditures. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally, the job requires 80% sitting, 10% walking, and 10% standing. This job is performed in a generally clean and healthy environment.

Experience: Job related experience with increasing levels of responsibility is desired.

Education (Minimum): High school diploma or equivalent.

Equivalency: Extensive work-related experience with increasing levels of responsibility.

Required Testing

Excel
Job-Related Skills Proficiency Test

Continuing Educ. / Training

None Specified

Certificates and Licenses

None Specified

Clearances

Criminal Background Clearance
Physical Capacities Test Clearance
Tuberculosis Clearance

FLSA Status

Non-Exempt

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job.

