

## **PURCHASING TECHNICIAN**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.*

### **DEFINITION**

Under supervision, to assist in the purchasing of materials, supplies, equipment and services in support of the administrative and operational activities of City departments or the central garage; to perform technical and manual storekeeping functions; to serve as liaison to vendors and city personnel; and to perform related duties as assigned.

### **CLASS CHARACTERISTICS**

This is a paraprofessional classification and differs from the higher class of Buyer in the complexity of the requisitions assigned, amount of supervision received and the dollar amount of the signature authority that is authorized.

**EXAMPLES OF DUTIES** - *Examples of duties performed by employees in this class may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.*

Performs specific buying tasks, within established guidelines, in purchasing a variety of items and commodities for City departments or the central garage; reviews requisitions for completeness, accuracy and nature of purchase; inputs purchase orders and requisitions into computer system; distributes copies to departments; generates a variety of reports and forms; solicits quotations from vendors, compares costs and prepares purchase orders; makes recommendations or prepares purchase orders within given signature authority; maintains and controls purchasing store's inventory; conducts a year-end inventory; delivers supplies to appropriate agencies; performs UPS shipping and billing of departments; notifies departments when shipments arrive; researches and special orders supplies outside of the store's system; performs technical and manual storekeeping functions in receiving, storing, and filling requisitions; purchases, receives, stores and distributes open stock materials and supplies for storeroom inventory; prepares for delivering and issuing of supplies, materials and equipment; orders fuel as necessary; maintains and updates a variety of records and files including vendor files.

### **MINIMUM QUALIFICATIONS**

#### **Knowledge of:**

- Basic methods and procedures used in purchasing.
- Characteristics of automated procurement systems.
- Common purchasing and legal terminology.
- Vendor practices of pricing, shipping and invoicing.
- Equipment, supplies and materials used in the operation of municipal government.
- Storekeeping and inventory methods and procedures.
- Warehousing and distribution of materials, equipment and supplies.
- Principles and practices of record keeping.

- Principles and procedures of financial record keeping and reporting.
- Modern office procedures, methods and equipment.
- Pertinent Federal, State and local laws, codes and regulations.

**Ability to:**

- Prepare price spread sheets and purchase orders.
- Maintain accurate and current records.
- Respond to requests and inquiries from other City personnel.
- Operate a variety of warehouse equipment in a safe and effective manner.
- Operate office equipment including computers, fax machines copy machines and printers,
- Work independently and efficiently to carry out assignments.
- Understand and carry out oral and written instructions.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective relationships with those contacted in the course of work.

**Experience and Training Qualifications**

**Experience:** Two years of increasingly responsible purchasing experience.

**Training:** Equivalent to the completion of the twelfth grade supplemented by college level course work in business, accounting or a related field.

**License or Certificate:** Possession of an appropriate, valid driver's license.

**WORKING CONDITIONS**

**Environmental Conditions:** Office and warehouse environment; exposure to computer screens.

**Physical Conditions:** Essential functions may require maintaining physical condition necessary for sitting, walking or standing for prolonged periods of time; heavy, moderate or light lifting; operating motorized equipment and vehicles.