



Office of Human Resources
Purchasing Technician - CA1774
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General Statement of Duties

Reviews purchase request forms and inventory levels, researches current City bids for acquisition of parts, supplies and services.

Distinguishing Characteristics

The Purchasing Technician is highly trained and/or skilled in the technical aspect of the procurement of goods and services. This class is distinguished from the Staff Buyer which is an entry level in the professional buyer series in training in the application of professional standards to coordinate the procurement of goods and services, and is distinguished from Staff Assistant class which is responsible for operational analysis as it relates to the specific administrative functions that are assigned to the position. Staff Assistant is responsible for administrative functions which are typically performed by an administrator or professional level class that have been delegated by the manager to support an operational or functional area(s).

Level of Supervision Exercised

By position, performs lead work.

Essential Duties

Contacts vendors to verify product descriptions, numbers, check pricing and availability of requested commodities.

Verifies parts or supply numbers to ensure ordering numbers correspond, make corrections as needed.

Obtains required approval, enters order information and places order with selected vendor.

Reviews bid contracts monitoring expiration dates and updates files.

By position utilizes a computer database to identify and resolve pricing, receiving and issuing discrepancies to ensure balancing of the inventory. Reconciles inventory balances to a variety of reports and supporting documents.

By position, effects the procurement of supplies/services using emergency or one time, non-recurring authorizations.

By position, maintains files and reviews all adjustments made or requested by other users for completeness and accuracy. Makes necessary changes to maintain the integrity of the system.

By position, runs cyclic inventory reports on a monthly basis and ensures proper computer inventory for current and projected usage.

By position, prepares purchase orders.

Performs other related duties as assigned or requested.

Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

Competencies

Arithmetic/Mathematical Reasoning - Performs computations such as addition, subtraction, multiplication, and division correctly; solves practical problems by choosing appropriately from a variety of mathematical techniques such as formulas and percentages.

Attention to Detail - Is thorough when performing work and conscientious about attending to detail.

Oral Communication - Expresses information to individuals or groups effectively; taking into account the audience and nature of the information; makes clear and convincing oral presentations; listens to others, attends to nonverbal cues and responds appropriately.

Reading - Understands and interprets written material, including technical material, rules, regulations, instructions, reports, charts, graphs, or tables; applies what is learned from written material to specific situations.

Writing - Writes in a clear, concise, organized, and convincing manner for the intended audience.

Knowledge & Skills

Skill in researching and compiling information related to the work.

Skill in checking two sources of information and ensuring consistency in specifications.

Skill in using a computer for data entry and retrieval.

Skill in maintaining and organizing files and reports.

Education Requirement

Graduation from high school or the possession of a GED, HiSET or TASC Certificate.

Experience Requirement

One (1) year of experience in the receiving, stocking, issuing, and inventory record keeping of parts, equipment, supplies, or materials.

Education & Experience Equivalency

Additional appropriate education may be substituted for the minimum experience requirements.

Licensure & Certification

By position, requires a valid Driver's License at the time of application.

Licenses and certifications must be kept current as a condition of employment.

Working Environment

Handles emergency or crisis situations.

Pressure due to multiple calls and inquiries.

Subject to many interruptions.

Subject to varying and unpredictable situations.

By position Handles absentee replacement on short notice.

By position Possible night and weekend work.

Subject to traffic, roadways, and pedestrians.

Level of Physical Demand

1-Sedentary (0-10 lbs.)

Physical Demands

(Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs.):

Sitting: remaining in the normal seated position.

Carrying: transporting an object, usually by hand, arm, or shoulder.

Crouching: bending body downward and forward by bending legs.

Fingering: picking, pinching, or otherwise working with fingers.

Handling: seizing, holding, grasping, or otherwise working with hand(s).

Kneeling: bending legs to come to rest on one or both knees.

Pushing: exerting force upon an object so that the object is moved away.

Pulling: exerting force of an object so that it is moving to the person.

Reaching: extending the hand(s) and arm(s) in any direction.

Repetitive motions: making frequent movements with a part of the body.

Stooping: bending the body by bending spine at the waist.

Talking: expressing or exchanging ideas by means of spoken words.

Walking: moving about on foot.

Eye/hand/foot coordination: performing work through using two or more.

Hearing: perceiving the nature of sounds by the ear.

Near Acuity: ability to see clearly at 20 inches or less.

Far Acuity: ability to see clearly at 20 feet or more.

Depth Perception: ability to judge distances and space relationships

Color Vision: ability to distinguish and identify different colors.

Lifting: raising or lowering objects weighing no more than 10 pounds, from one level to another.

Background Check Requirement

Criminal Check

Employment Verification

By position, Motor Vehicle Record

Assessment Requirement

None

Probation Period

Six (6) months.

Class Detail

Pay Grade: A-616

FLSA Code: N

Established Date: 9/21/2018

Established By: LS

Revised Date:

Revised By:

Class History: