IMPERIAL COMMUNITY COLLEGE DISTRICT

CLASS TITLE: PURCHASING TECHNICIAN

BASIC FUNCTION:

Under the direction of the Director of Fiscal Services, participate in processing purchasing documents in order to procure a wide variety of materials, supplies and equipment in support of District operations; provide technical assistance to departments regarding purchasing policies, procedures and requirements; prepare and maintain comprehensive records related to the purchasing and warehouse functions.

REPRESENTATIVE DUTIES:

Receive, review and record packing slips; clarify and verify information; generate purchase orders and obtain signatures and other authorizations as appropriate; enter, update and revise data in computer system to reflect cancellations, change notices and related actions.

Purchase standard goods and services as directed by the Director of Fiscal Services; research potential vendors and suppliers, obtain and review catalogs, and obtain information concerning price and availability of products.

Train and provide work direction and guidance to student personnel; verify the accuracy and timeliness of work performed by assigned personnel.

Serve as the designated trainer for Banner Purchase Order system for current and new employees.

Prepare and maintain comprehensive records related to purchase orders, special orders and warehouse supply orders; retrieve and edit data and generate reports as required.

Assist in the bidding process; mail documents to prospective bidders; type and assemble bids and quotations; communicate with vendors to obtain current prices, shipping and availability information as requested; place orders with vendors upon approval.

Receive and process rush orders on request; transmit orders via facsimile, negotiate prices with vendors, and work closely with accounts payable personnel to facilitate purchases. Resolve discrepancies, and correct errors to assure timely payments.

Provide technical expertise to District personnel in using automated purchasing programs; work with information systems personnel to resolve problems.

Operate a variety of office machines including microcomputer, printer, calculator, facsimile machine and copier.
Review requisitions and provide information to the requesting department regarding availability of funds to assure cost is within budget limitation.

Schedule use of vehicles stationed on campus; maintain check-out sheets and determine rental charges for each cost center according to their use of vehicle; pick up and return vehicles as necessary; assure travel readiness.

Receive, log, and project cost of transportation requests using the computer system to assure availability of funds.

Assist Department Director and coworkers to accomplish department goals.

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Purchasing policies, practices and terminology including bid preparation procedures.  
Applicable laws and regulations related to the District’s purchasing function.  
Oral and written communication skills.  
Operation of automated purchasing programs as well as processing and database management software.  
Use and processing of requisitions, purchase orders, invoices and related documents.  
Methods of invoicing including taxes and discounts.  
Shipping and receiving procedures.  
Modern office practices, procedures and equipment including filing systems.  
Telephone techniques and etiquette.  
Recordkeeping techniques.  
Basic math.

**ABILITIES TO:**

Participate in purchasing materials, supplies and equipment for the District.  
Operate computer equipment and software with speed and accuracy.  
Apply and explain established rules, regulations, policies and procedures related to the purchasing function.  
Prepare, review, verify and process purchasing forms and documents.  
Communicate with vendors and District personnel to exchange information, resolve discrepancies, correct errors to expedite purchases.  
Obtain verbal and written quotations.  
Establish and maintain cooperative and effective working relationships with others.
Maintain records and prepare reports.
Compose business correspondence using correct spelling, grammar and punctuation.
Communicate effectively both orally and in writing.
Train and provide work direction to others.
Lift objects weighing up to 25 pounds.
Safely operate a District vehicle.

EDUCATION AND EXPERIENCE: Any combination equivalent to: graduation from high school supplemented by business course work and three years of increasingly responsible clerical experience including one year of purchasing experience, public contact and operation of automated systems.

LICENSES AND OTHER REQUIREMENTS: Valid California driver’s license.

WORKING CONDITIONS: Duties are primarily performed in an indoor office environment while sitting at a desk or computer terminal. Incumbents are subject to sitting for extended periods of time and attending meetings at various campus locations.

PHYSICAL DEMANDS: Must sit for long periods of time, use hands and fingers to operate an electronic keyboard, calculator or other office machines, speak clearly and distinctly to answer telephones and to provide information; see to read normal print; hear and understand voices over telephone and in person; lift, carry and move objects weighing up to 25 pounds.