

PURCHASING TECHNICIAN

DEFINITION

Under direction, to prepare technical and complex bids and contracts for construction and maintenance services and repairs and supplies and equipment; monitor bid schedules and follow-up as required; and to perform related duties as required.

EXAMPLES OF DUTIES

Prepare bids in accordance with established technical and legal processes and procedures; prepare Notices to Bidders, and publicize bids and requests for proposals, and schedule advertising to ensure compliance with statutes and to obtain maximum competition; compile and maintain Bidders List applications files according to commodities and services; send solicitation package to prospective bidders; arrange bid opening location; assist at bid openings, receiving and logging bid proposals and completing spreadsheets for bid evaluation and notify bidders of bid results; post and secure bonds, ensure that bonds are in correct format and amount, ascertain/verify licensing and/or contract completions; prepare letters of acceptance, rejection, award, or renewal within established legal requirements; monitor contract timelines, ensuring compliance with bid and specification requirements and following up on delinquencies; monitor status of contractor certifications and insurance coverages to ensure current status throughout; provide advice and guidance to schools and departments on status of contracts; prepare purchasing agreements, Board reports, and agenda items for Board of Education and follow-up on any action required; assist Purchasing Clerks and Buyers in processing and distributing incoming requisitions and preparing purchase orders as necessary; use independent judgment and expertise to assist vendors and schools with problems on orders and contracts; assist the Purchasing Manager in the operation of the District records program; perform secretarial functions; and other related duties as required.

QUALIFICATIONS

Knowledge of

General and statutory principles, practices and procedures of public school bids, contracts and purchasing requirements; supplies, materials and equipment common to school district use; correct English, grammar, spelling and punctuation; modern office methods, procedures, practices and office automation.

Ability to

Interpret laws, rules and regulations affecting school district bidding, contracting and purchasing; read and understand a variety of technical and general materials; follow-up and resolve problems related to scheduling and timelines of contracts; maintain up-to-date knowledge of laws governing school district bids and contracts; prepare and complete accurate reports, records and specifications; learn automated inventory, warehousing and purchasing systems; understand and carry out oral and written instructions; establish and maintain

cooperative working relationships; type at a net corrected speed of 40 words per minute.

Experience

Two years of experience in purchasing, contracts or related work which has provided the applicant with the knowledge and abilities listed above.

Education

Equivalent to the completion of the twelfth grade with supplemental courses in purchasing or a related field.

Physical Performance Requirements

Frequent sitting, standing or walking much of the time with some bending, stooping, squatting and twisting. Lifting of office supplies and other work related materials occasionally involved. Weight of materials will vary, but generally be of less than twenty pounds.

Licenses

Possession of a valid and appropriate California Driver's License.

Board Approved: June 7, 1990

Revised: February 10, 1998 effective March 1, 1998

Revised: December 10, 2002 effective January 1, 2003