



Admin Sec 6 / Purchasing Tech

Purpose Statement

The job of Admin Sec 6 / Purchasing Tech is done for the purpose/s of providing support to department activities with specific responsibility for developing and updating procurement methods and initiating bidding process; procuring assigned product lines; and providing documentation for audit trail, decision making and ensuring compliance with established regulations.

This job reports to Purchasing Coordinator

Essential Functions

- Assists with district staff training on the use of on-line ordering applications for the purpose of the efficient use of purchasing software programs.
- Assists auditors for the purpose of providing requested information and documentation.
- Assists staff and/or vendors (e.g. ordering and purchasing procedures, locating items in warehouse, available funds, etc.) for the purpose of providing information and facilitating purchasing process in accordance with established policies and guidelines.
- Assists with processing financial data and documents (e.g. bids, incoming purchase requisitions, purchase orders, mail, payroll, receipts, deposits, etc.) for the purpose of updating and distributing information, authorizing for action, and/or acquiring resources to support purchasing operation in compliance with established guidelines.
- Assists with a variety of activities (e.g. district purchasing card program, etc.) for the purpose of for the purpose of completing activities and/or delivering services in a timely manner.
- Assists with bidding process and contracts for vendor performance/compliance within established limits (e.g. prepare specifications, evaluate bids, recommend vendors, etc.) for the purpose of securing items and/or services within budget and in compliance with established guidelines.
- Collects reference data from a variety of sources (e.g. local and state codes, board policies, vender sources, etc.) for the purpose of reviewing compliance with district policies and procedures.
- Maintains a variety of manual and electronic documents, files and records (e.g. RFP's, purchase orders, bendor files, inventory, etc.) for the purpose of
- Negotiates with vendors under the guidance and supervision of the Purchasing Coordinator for the purpose of resolving purchasing issues and/or ensuring purchases are made in compliance with state and district requirements/regulations.
- Participates in unit meetings, in-service training, workshops, etc. for the purpose of conveying and/or gathering information required to perform job functions.
- Performs general and program specific clerical functions (e.g. distributing purchase orders, scheduling, copying, faxing, etc.) for the purpose of supporting departmental activities.
- Prepares written materials and electronic purchasing information (e.g. lists, control logs, reports, forms, catalogs, payroll, training materials, etc.) for the purpose of documenting activities, providing reference, conveying information, and complying with established financial, legal and/or administrative requirements.

- Researches a variety of information (e.g. payment history, new products, contracts, fiscal information, vendor capabilities, etc.) for the purpose of ensuring the accuracy of provider payments and/or compliance with established regulations.
- Responds to inquiries (e.g. staff, vendors, auditors, etc.) for the purpose of providing information, direction and/or referral for addressing inquiry.
- Reviews documents and data (e.g. incoming requisitions, past purchases, reconciliation, inventories, etc.) for the purpose of ensuring completeness, proper authorization, conformance with established guidelines and accuracy of purchasing process.

Other 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 multiple, 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: operating standard office equipment including using pertinent software applications; performing standard bookkeeping; supervision; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; understand written procedures, write routine documents, and speak clearly; and understand complex, multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: .

ABILITY is required to schedule activities and/or meetings; gather and/or collate data; and use job-related 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 standardized methods. Ability is also required to work with others; work with a variety of data; and utilize specific, job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: .

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; providing information and/or advising others; monitoring budget expenditures. Utilization of resources from other work units is often required to perform the job's functions. There is some opportunity to significantly 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 climbing and balancing, 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: Targeted, job related education with study in job-related area.

Equivalency: Two years of prior job related work experience.

Required Testing

Certificates and Licenses

Continuing Educ. / Training

Clearances

Fingerprint background check

FLSA Status

Approval Date

Salary Grade

