

CLASS SPECIFICATION FOR
Purchasing Technician

GENERAL STATEMENT OF DUTIES: Provides technical and clerical support to the County purchasing office and staff; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: The employee in this class performs a variety of technical and clerical support functions in the County's Purchasing Office. Work is performed under the direct supervision of the Purchasing Manager, but the incumbent works closely with the Buyers in providing assistance in all purchasing functions. The work involves a large measure of public and internal customer contact. The employee demonstrates a good understanding of the laws and established policies and procedures regulating the work of the purchasing office and is able to maintain strict confidentiality.

EXAMPLES OF WORK (illustrative only):

- Processes purchase requisitions against State and County contract requirements that fall within small-purchase procedures;
- Provides clerical support to Purchasing Office, which includes the distribution of IFB's and RFP's;
- Expedites purchase orders as required;
- Resolves problems with invoices, shipments and deliveries;
- Reviews non-encumbered invoices to ensure compliance with County policies and procedures;
- Prepares quarterly quotes for procurement of perishable and staple foods;
- Prepares purchase requisitions for Purchasing Office;
- Answers phone and greets visitors to office;
- Provides basic information on purchasing policies and procedures as needed to County staff, vendors and the public;
- Serves as Surplus Property Coordinator under the Buyer/Surplus Property Administrator, assisting with sales and auctions and maintaining mailing lists;
- Assists Buyers with bid openings, preparation of tab sheets, tallying of bids at public openings and forwarding results to requesting departments, and responding to vendor inquiries;
- Assists in arranging advertising for bids and posts bids for public view;
- Processes checks and refunds as directed;
- Types, proofreads and compiles bid invitations and written quotes;
- Performs related work as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Some knowledge of the laws, practices and applicable procedures used in governmental purchasing; knowledge of methods of purchasing goods and supply sources of commodities; good knowledge of and proven skill in the use of a personal computer and the ability to learn and effectively use commonly utilized business software packages; proven customer service skills and the ability to deal courteously, tactfully and effectively with vendors and their representatives; ability to develop and maintain effective and harmonious relationships with representatives from other County agencies and departments; ability to develop and maintain an effective filing and recordkeeping system; proven organizational skills; good knowledge of modern office practices, procedures and equipment; good analytical skill; discretion and the ability to maintain confidentiality; ability to work independently with minimal supervision.

MINIMUM EDUCATION AND EXPERIENCE: Graduation from high school and four (4) years of related clerical support/customer service experience, preferably in a purchasing environment; OR, any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

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This is a class specification and not an individualized job description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.