



Career Service Authority

Purchasing Technician

Page 1 of 5

GENERAL STATEMENT OF CLASS 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).

Guidelines, Difficulty and Decision Making Level:

Guidelines are generally but not always clearly applicable, requiring the employee to exercise judgment in selecting the most pertinent guidelines in order to interpret precedents, adapt standard practices to differing situations, and recommend alternative actions in situations without precedent.

Duties assigned are generally complex and may be of substantial intricacy. Work assignment is performed within an established framework under general instructions but requires simultaneous coordination of assigned functions of projects in various stages of completion.

Employee is responsible for determining time, place, and sequence of actions to be taken. Unusual problems or proposed deviations from guidelines, practice or precedents may be discussed with the supervisor before being initiated.

Level of Supervision Received and Quality Review:

Under general supervision, the employee receives assignments and is expected to carry them through to completion with substantial independence. Work is reviewed for adherence to instructions, accuracy, completeness and conformance to standard practice or precedent. Recurring work clearly covered by guidelines may or may not be reviewed.

Interpersonal Communications and Purpose:

Contacts with the public or employees where explanatory or interpretive information is exchanged, defended, gathered and discretion and judgment are required within the parameters of the job function.

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.

MINIMUM QUALIFICATIONS

Competencies, Knowledges & Skills:

Integrity/Honesty - Displays high standards of ethical conduct and understands the impact of violating these standards on an organization, self, and others; chooses an ethical course of action; is trustworthy.

Customer Service - Works and communicates with clients and customers to satisfy their expectations. Committed to quality services.

Conscientiousness - Displays a high level of effort and commitment towards performing work; demonstrates responsible behavior.

Interpersonal Skills - Shows understanding, friendliness, courtesy, tact, empathy, cooperation, concern, and politeness to others; relates well to different people from varied backgrounds and different situations.

Reading - Learns from written material by determining the main idea or essential message. Recognizes correct English grammar, punctuation, and spelling.

Self-Management - Sets well-defined and realistic personal goals; monitors progress and is motivated to achieve; manages own time and deals with stress effectively.

Writing - Uses correct English grammar, punctuation, and spelling to communicate thoughts, ideas, information, and messages in writing.

Listening - Receives, attends to, interprets, and responds to verbal messages and other cues such as body language in ways that are appropriate to listeners and situations.

Reasoning - Discovers or selects rules, principles, or relationships between facts and other information.

Self-Esteem - Believes in own self-worth, maintains a positive view of self, and displays a professional image.

Speaking - Uses correct English grammar to organize and communicate ideas in words that are appropriate to listeners and situations; uses body language appropriately.

Memory - Recalls information that has been presented previously.

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.

Skill in communicating and presenting factual information related to the work assignment.

Skill in checking information for accuracy and completeness and correcting errors.

Skill in filling out forms and completing paperwork related to the work assignment.

Skill in independently adapting, interpreting and applying written guidelines, precedents and standardized work practices to a variety of unprecedented or problematic situations.

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 exercising initiative, judgment, and decision making in solving problems and meeting organizational objectives.

Skill in maintaining and organizing files and reports.

Physical Demands:

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.
Lifting: raising or lowering an object from one level to another.
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.
Accommodation: ability to adjust vision to bring objects into focus.
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.
By position, Lifting: raising or lowering an object up to 10 pounds.
By position, Lifting: raising or lowering an object 10-25 pounds.
By position, Lifting: raising or lowering an object 25-50 pounds.

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.

Licensure and/or Certification:

Some positions may require a valid Driver's License at time of application.

Experience Requirement:

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

Education Requirement:

Graduation from high school or possession of a GED Certificate which must have included or been supplemented with office automation training.

Education/Experience Equivalency:

A combination of appropriate experience and education may be substituted for the minimum experience and education requirements.

CLASS DETAIL

FLSA CODE: Non-Exempt

ESTABLISHED DATE: 09/16/1995

REVISED DATE: 01/16/2005
07/18/2010

REVISED BY: Vivian Atkins, 01/2005.
Paul Wiberg, 07/2010.

CLASS HISTORY: 01/2005. This job class is being moved from *Labor and Trades* occupational group to *General Administrative* occupational group. In addition, the job class specification is being revised into the new format. 07/2010. Essential Duty Statements updated.