

ORGANIZATIONAL, FISCAL MANAGEMENT & CONTROL**PURCHASING TECHNICIAN**DEFINITION

Under general supervision, purchases materials, supplies, and equipment for City departments; maintains inventories; performs clerical duties; maintains contact with purchasers and City departments regarding purchasing; and does related work as required.

DISTINGUISHING CHARACTERISTICS

This is the entry-level class in the Purchasing Division and reports to the Purchasing and Contract Specialist. This class combines purchasing activities with supervision of inventory and warehouse, but differs from the Purchasing and Contract Specialist in that the incumbent purchases materials and supplies for under \$5,000. Purchasing Technician differs from Account Clerk because of the specialized work related to purchasing.

TYPICAL TASKS

Receives and logs purchase requisitions; reviews requisitions for clarity, accuracy and completeness; contacts appropriate departments to correct and amend requisitions as necessary; provides information to City employees and vendors regarding the status of their purchases; assists in preparing bids; requests quotes and proposals; discusses specifications and terms; maintains bid lists; receives and analyzes quotes and bids for relative prices and consistency with specifications; coordinates and consolidates the needs of various departments for standardized supplies, materials and equipment; maintains clerical inventories and receives, checks and stocks supplies; performs back-up work for Secretary I; performs related duties as required.

EMPLOYMENT STANDARDS

Training & Experience - Graduation from high school and two years of increasingly responsible experience, at least one year of which should be in a Purchasing Department or related field.

Knowledge & Abilities - Thorough knowledge of basic policies and procedures of purchasing; knowledge of modern office practices, procedures and equipment; oral and written communication skills; correct English usage; interpersonal skills using tact, patience and courtesy; ability to learn and interpret various City regulations pertinent to City purchasing; ability to evaluate the quality and price of available supplies, materials and equipment to make the most economical purchases; ability to establish adequate inventory controls and stock replacement procedures; ability to prepare equipment and material specifications in accordance with established procedures and format; ability to accurately maintain records and prepare reports; ability to establish and maintain cooperative working relationships with those contacted in the course of work.

Licenses & Certificates - Possession of a valid California driver's license.

WORKING CONDITIONS

Work is performed in an office environment.