

**MURRIETA VALLEY UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION**

8/25/99
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TITLE: PURCHASING TECHNICIAN

QUALIFICATIONS

Knowledge of

1. Federal, State, District and local laws, policies, and procedures dealing with purchasing standards and school accounting.
2. Purchasing and business office methods and procedures.
3. General accounting principles and procedures related to purchasing.
4. Business math, record keeping, archives management and ordering procedures.
5. Correct English usage, spelling, grammar, punctuation, and math.
6. Safety rules and regulations for this position.

Ability to

1. Perform complex clerical work and make above average mathematical calculations with speed and accuracy.
2. Establish and maintain a variety of complex record-keeping systems and prepare a variety of reports related to assigned areas of responsibility.
3. Audit and tabulate, balance, reconcile and extend data.
4. Learn and apply pertinent policies, laws, rules, and procedures affecting purchasing transactions, purchasing practices, and record-keeping requirements as directed.
5. Learn complex computer data entry and retrieval systems as designated.
6. Maintain accurate purchasing filing and record-keeping systems including computer data files and prepare related reports.
7. Learn the appropriate rules, regulations, technical procedures, and account codes used in the performance of specialized purchasing responsibilities.
8. Prepare accurate purchasing summaries, projections, and reports without immediate supervision.
9. Conduct workshops and training sessions.
10. Understand and carryout oral and written instructions, policies, and procedures in an independent manner.
11. Receive and give information over the telephone or in person in a courteous manner.
12. Communicate effectively and tactfully in both oral and written forms.
13. Operate office machines and equipment including a typewriter, copier, computer, calculator and forklift proficiently.
14. Type accurately at a rate of forty-five (45) words per minute.
15. Be a productive and active team member.
16. Work successfully with diverse groups of people.
17. Maintain a pleasant appearance and demeanor.
18. Handle all matters in a tactful, courteous, and confidential manner so as to maintain and/or establish good public relations.
19. Establish and maintain effective work relationships with those contacted in the performance of required duties.
20. Exercise independent judgment and problem-solving skills related to specific areas of responsibility.

Training and Experience

1. Equivalent to the completion of the twelfth (12th) grade, including or supplemented by college-level courses in budget, principles of accounting and purchasing.
2. Three (3) years of increasingly responsible experience in financial record-keeping or purchasing preferably within a school district or experience that could likely provide the desired knowledge and abilities may be considered.
3. Has working knowledge of word processing and spreadsheet software related to position.
4. A work history demonstrating dependability and reliability.

REPORTS TO: Assigned Administrator

JOB GOAL: To perform a variety of responsible technical/clerical support duties in the processing and maintenance of purchase orders, contracts, archive records, Calcard record-keeping and reports. Verifies and maintains specialized account programs and budget systems, vendor files and archive records.

ESSENTIAL FUNCTIONS

1. Ensures all purchase orders are timely and accurately processed.
2. Ensures all purchasing changes are in accordance with district policies and procedures.
3. Maintains a filing system and record trail on all transactions related to job duties.
4. Types statistical reports, statements and similar technical materials following standard forms, procedures, or policies
5. Assist in the tracking of all claims related to purchase orders, contracts or archives.
6. Monitors Board of Education actions to ensure appropriate transactions are completed.
7. Keeps an accurate and timely accounting of all archival records both on and off site.
8. Maintains an effective and productive working relationship with vendors.
9. Listens to all complaints and ensures they are promptly and courteously addressed.
10. Verifies accuracy of computer generated reports, adjust/corrects information as needed.
11. Maintains a variety of confidential records and files.
12. Operates computer terminal, independently enters, retrieves, proofs, and updates all purchasing related data for all district sites.
13. Uses and understands complex financial software such as the District Financial System, Purchasing system, and outside vendor software systems.
14. Assists the Business Department with the annual audit.
15. Follows District policies and procedures.
16. Participates in District in-service training as required.
17. Knows and understands the Mission and Core Values of the District.
18. Performs other related duties as assigned.

OTHER FUNCTIONS

1. Clears files at designated intervals.
2. Obtains and provides financial data for County Office and District departments as assigned.

OTHER FUNCTIONS (continued)

3. Assists with bid preparation, openings, and contracts.
4. Searches records and files to prepare reports and summaries.
5. Performs a variety of clerical duties as assigned including typing, filing, running copies, distributing mail, answering telephones, taking messages, etc.
6. Computes, verifies, balances and adjusts accounts, records and data requiring independent judgment based on established procedures and policies.

SPECIAL REQUIREMENTS

1. Certified forklift driver
2. Possession and maintenance of a valid and appropriate state of California driver's license; have an acceptable driving record; and be insurable at standard rates by district's insurance carrier and maintain such insurability during the course of employment.
3. Must use safety equipment and devices designated for this position.

PHYSICAL ABILITIES

1. Visual ability to read handwritten or typed documents and the display screen of various office equipment and machines.
2. Able to conduct verbal conversation in English or other designated language.
3. Able to hear normal range verbal conversation (approximately 60 decibels.)
4. Able to sit, stand, stoop, kneel, bend, and walk.
5. Able to sit for sustained periods of time.
6. Able to climb slopes, stairs, steps, ramps, and ladders.
7. Able to lift up to ten (10) pounds frequently, and thirty (30) pounds occasionally.
8. Able to carry up to ten (10) pounds frequently, and thirty (30) pounds occasionally.
9. Able to push and pull objects weighing up to thirty (30) pounds.
10. Able to exhibit full range of motion for shoulder external rotation and internal rotation.
11. Able to exhibit full range of motion for shoulder abduction and adduction.
12. Able to exhibit full range of motion for elbow flexion and extension.
13. Able to exhibit full range of motion for shoulder extension and flexion.
14. Able to exhibit full range of motion for back lateral flexion.
15. Able to exhibit full range of motion for hip flexion and extension.
16. Able to exhibit full range of motion for knee flexion.
17. Able to demonstrate manual dexterity necessary to operate calculator, typewriter, and/or computer keyboard at the required speed and accuracy in a safe and effective manner.

TERMS OF EMPLOYMENT: Twelve-month work year
Classified bargaining unit member

EVALUATION: Performance of this job will be evaluated in accordance with Board of Education policy and provisions of the collective bargaining agreement. The department administrator or designee will give the evaluation.

Approved by: Board of Education

Date: August 25, 1999

**MURRIETA VALLEY UNIFIED SCHOOL DISTRICT IS A
TOBACCO-FREE, DRUG-FREE WORKPLACE**

**MURRIETA VALLEY UNIFIED SCHOOL DISTRICT IS AN
AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**