



## TECHNICIAN-BUYER

### **DEFINITION**

Under general supervision, perform specialized clerical work involving the review and processing of requisitions, the preparation of bid and purchase order forms, the pricing and ordering of supplies, equipment and equipment inventories, computer technology and software; and to perform related work as related.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** may include the following. Other duties may be assigned.

- Receives, reviews, and processes purchase requisitions, checking for accuracy, completeness and proper authorization.
- Prepares, prints, distributes and files purchase order documentation.
- Evaluates and selects materials to replenish or expand district stores warehouse stock.
- Maintains a level of stock consistent with meeting district requirements within the limitations of storage facilities.
- Researches qualified vendors based on quality, price, availability, and source materials and services.
- Meets with vendor representatives for product and service information and demonstration.
- Obtains oral and written quotes from vendors.
- Answers questions and provides information to site administration as it related to procurement of supplies and equipment.
- Assists in preparing bid specifications and documentation.
- Assists in "bid opening" procedures.
- Makes complex mathematical calculations and verifies computations.
- Maintains an equipment inventory.

### **QUALIFICATIONS GUIDE**

#### **Knowledge of:**

- Principles and practices of public or school district purchasing.
- General materials and commodities used in the district.
- Operation of business machines and equipment including current computer technology.
- Technology specifications and terminology.
- Office software applications.

#### **Ability to:**

- Communicate and work effectively with others.
- Perform complex record keeping and clerical work.
- Understand and interpret a wide variety of policies, laws, rules and regulations.
- Work with a high level of independence and with little direct supervision.
- Organize and prioritize work and adhere to established deadlines.
- Understand, speak, read and write English at a level sufficient to perform required duties.

**Experience/Education:** Any combination equivalent to: graduation from high school supplemented by college-level coursework in purchasing, accounting or related field and two years of related purchasing work.

### **PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Dexterity of hands and fingers to operate a computer keyboard.
- Seeing to read a variety of materials.

- Hearing and speaking to exchange information.
- Sitting for extended periods of time.
- Lifting, carrying, pushing and pulling light objects up to 10 pounds.

**WORK ENVIRONMENT:**

Indoor/Office environment. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.