

## **TORRANCE UNIFIED SCHOOL DISTRICT**

### **CLASS TITLE: PURCHASING TECHNICIAN**

#### **BASIC FUNCTION:**

Under the direction of the Director - Purchasing and Administrative Services, perform responsible duties related to the purchasing and administration of specialized items and areas in compliance with applicable codes, regulations, procedures, and practices. Perform clerical duties in support of the purchasing function.

#### **REPRESENTATIVE DUTIES:**

Prepare and check accuracy of requisitions, report vouchers, invoices and purchase orders; computer extensions, discounts, and taxes. **E**

Issue purchase orders; confirm pricing in the acquisition of materials, supplies, and equipment in specialized instructional areas. **E**

Communicate with vendors and District personnel to obtain information, resolve discrepancies, correct errors, and clarify issues related to invoices, statements, orders, and deliveries. **E**

Contact vendors to obtain current price of specialized items, availability, shipping charges, and delivery information. **E**

Follow up on purchase orders as needed; expedite invoicing and deliveries and resolve problems. **E**

Assist in the analysis and audit of District contracts, legal bids, agreements for pricing, invoicing, and buying integrity. **E**

Issue money from the Revolving Cash Fund vouchers by checking receipts, verifying account numbers, and sorting according to established procedures. **E**

Audit Revolving Cash Fund request for adherence to prescribed Board Policy and departmental regulations. **E**

Answer telephone and provide assistance and information regarding the status of purchase orders and related purchasing activities. **E**

Provide clerical support and assistance to Purchasing staff as needed; obtain quotations and follow-up information. **E**

Compile and prepare data for Board reports including information regarding supplies, equipment, services, funding sources, and vendors; total expenditures by funding source and category. **E**

Communicate with various District and Accounting personnel to exchange information, resolve discrepancies, and correct errors. **E**

Type a variety of materials such as purchase orders, reports, correspondence, bid specifications and awards, quotations, and other purchasing forms and materials. **E**

Maintain a variety of records, files, and catalogs related to the District purchasing function. **E**

Operate a variety of standard office equipment including typewriter, calculator, computer work station, and copier. **E**

Perform related duties as assigned.

#### **KNOWLEDGE AND ABILITIES:**

##### **KNOWLEDGE OF:**

Purchasing procedures and policies, terminology, and methods.  
Modern Office Practices, procedures, and equipment.

Record keeping techniques.  
Telephone techniques and etiquette.  
Correct English usage, grammar, spelling, function, and vocabulary.  
Oral and written communication skills.  
Interpersonal skills using tact, patience, and courtesy.  
Statistical typing and record keeping.

**ABILITY TO:**

Learn and apply policies, practices, and terminology used in purchasing supplies and materials for a school district.  
Perform a variety of clerical support duties such as statistical typing, duplications, filing, and record keeping.  
Operate a variety of office equipment including computer work station, typewriter, and calculator.  
Add, subtract, multiply, and divide quickly and accurately.  
Understand and follow oral and written directions.  
Establish and maintain cooperative and effective working relationships with others.  
Meets schedules and time lines.  
Maintain records and prepare reports.  
Communicate effectively both orally and in writing.  
Type at 45 net words per minute from clear copy.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school and four years of responsible purchasing experience.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California Driver's license. Employees in this classification must maintain insurability at the District's standard rate during the term of employment.

**WORKING CONDITIONS:**

**PHYSICAL ABILITIES:**

Bending, pushing, lifting and moving objects weighing up to 25 pounds.