POSITION DESCRIPTION

TITLE: Purchasing Technician
LOCATION: Administrative Service Center
REPORTS TO: Director, Accounting/Purchasing
DEPARTMENT: Accounting/Purchasing

SUMMARY STATEMENT:
Under the supervision of the Director and day-to-day operations under the Purchasing Lead, the Purchasing Technician's main responsibilities are process procurement cards, generate and process purchase orders by means of online computer systems, assist purchasing system users, and assist in the formal bid process.

ESSENTIAL FUNCTIONS:
1. Communicate effectively with staff, vendors, and the general public in person, by telephone, via E-mail, and in writing.
2. Operate computer, including data entry, E-mail, Microsoft Word and Excel applications, Fiscal and Procurement Card software.
3. Answer and direct incoming telephone calls by transferring to appropriate staff within the district or by responding to inquiries as appropriate.
4. Accept bids from vendors/contractors, verify information is accurate, date/time stamp the envelope, record onto log sheet and direct vendors/contractors to location of public bid opening.
5. Enter new vendors and purchase orders in the Fiscal system, including blanket purchase orders. Proof requisitions entered by other users for final review. Batch updated requisitions and print for distribution. Commit and file purchase orders.
6. Train, communicate and assist department secretaries and fiscal staff with procurement card processes and purchase order entry and processing. Troubleshoot issues that may arise.
7. Assist with the bid process which includes setting up and maintenance of bid files, research for bid development, preparing and mailing legal advertisements, preparing bid mailing lists, updating vendor information in Microsoft Access, preparation of bid documents in Word and Excel, mailing bids and summaries, and recording receipt of public bids.
8. Prepare procurement card reports and notify locations when statements are available to print. Audit procurement card transaction logs and receipts for compliance with District policies and procedures and notify locations of findings if necessary. Make corrections to budget codes if incorrect.
9. Prepare Board documents and upload into Board Docs for Board of Director meetings.
10. Manage purchase order records retention process and setup files for each new fiscal year.
11. Monitor and order supplies for the department, including ordering forms from the Print Shop.
12. Enter new personal services providers into the UBI database upon approval and file forms.
13. Process Business Office Travel Advance Checks and notify staff when checks are available. Follow-up on claims for expenses, balance the Business Office Travel Advance revolving account, prepare reimbursement and match claims for expenses with Travel Advance/Travel authorizations.
14. Work with vendors and locations to resolve purchase order problems.

OTHER RESPONSIBILITIES:
1. Assist in writing and revising procedures.
2. Keep documents up-to-date on the department’s e-Net page.
3. Perform other related duties as assigned.

PHYSICAL DEMANDS REQUIRED:
Vision (66-100%) Speaking (66-100%) Hearing (66-100%)
Sitting (66-100%) Walking (Up to 33%) Reaching (Up to 33%)
Acceptable Attendance Bending (Up to 33%)
Lifting/Carrying Up to 40 lbs. (Up to 33%) Pulling (Up to 33%)
Use hands and/or arms for repetitive motion (66-100%) Writing (66-100%)
MENTAL DEMANDS REQUIRED:

- Reading Documents (66-100%)
- Verbal Communication (66-100%)
- Written Communication (33-66%)
- Reasoning (66-100%)
- Detailed Work (66-100%)
- Math (33-66%)
- Constant Interruptions (66-100%)
- Customer Contact (66-100%)
- Problem Solving (33-66%)
- Detailed Work (66-100%)
- Math (33-66%)
- Problem Solving (33-66%)
- Multiple Concurrent Tasks (66-100%)
- Customer Contact (66-100%)
- Problem Solving (33-66%)

Percentages of requirements of physical and mental tasks are only an estimate. Reasonable accommodations for persons with a disability will be considered in order for them to perform the essential functions of the job.

(66-100%) = Continuously
(33-66%) = Frequently
(Up to 33%) = Occasionally

TOOLS AND EQUIPMENT NECESSARY:

Computer, 10-Key calculator, typewriter, copy machines, FAX machine, and all other tools and equipment necessary to perform the essential functions as listed above.

MINIMUM QUALIFICATIONS:

(Testing may be required.)

1. Typing/keyboarding of 50 wpm.
2. A minimum of three years of related experience or equivalent training.
3. Experience in the current Fiscal software system preferred.
4. Demonstrated customer service skills.
5. Demonstrated ability to perform on the computer, including data entry, using Windows environment, Microsoft Word and Excel spreadsheet applications.
6. Basic understanding of accounting and purchasing principles preferred.
7. Demonstrated ability to operate the office equipment as listed in the tools and equipment area above.
8. Demonstrated ability to perform tasks accurately and in accordance with established guidelines.
9. Demonstrated ability to communicate effectively and possess a positive attitude.
10. Must possess a good math aptitude.
11. Demonstrated organizational skills and a commitment to follow through.
12. Demonstrated ability to problem solve, analyze, and resolve accounting/purchasing issues.
13. Demonstrated ability to maintain confidentiality of sensitive information.
14. Demonstrated ability to establish and maintain positive relationships with others as part of a team.

Notice of Nondiscrimination:

Evergreen Public Schools does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employees have been designated to handle questions and complaints of alleged discrimination:

<table>
<thead>
<tr>
<th>Title IX Coordinator</th>
<th>Section 504/ADA Coordinator</th>
<th>Civil Rights Compliance Coordinator</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cale Piland</td>
<td>Holly Long</td>
<td>Tracy Thompson</td>
</tr>
<tr>
<td>13501 NE 28th Street</td>
<td>13501 NE 28th Street</td>
<td>Director Human Resources</td>
</tr>
<tr>
<td>P.O. Box 8910</td>
<td>P.O. Box 8910</td>
<td>13501 NE 28th Street</td>
</tr>
<tr>
<td>Vancouver, WA 98668-8910</td>
<td>Vancouver, WA 98668-8910</td>
<td>P.O. Box 8910</td>
</tr>
<tr>
<td>Telephone: (360) 604-4431</td>
<td>Telephone: (360) 604-6711</td>
<td>Telephone: (360) 604-4010</td>
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</tbody>
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260-261 Days Per Year (Includes Holidays)
8 Hrs. Per Day

PSE: ___________________________ Date: _______________

District: ___________________________ Date: _______________

Revised Date: 06/18/2019
Classification: Professional Technicians – Office Clerical
Class: Class II
Display on Web? Yes

Purchasing Technician