

ELK GROVE UNIFIED SCHOOL DISTRICT

CLASS TITLE: PROJECTS PURCHASING TECHNICIAN

BASIC FUNCTION:

Under the direction of the Director-Purchasing and Warehouse, procure District supplies, equipment, and services in accordance with established policies and procedures; perform specialized purchasing of materials and equipment for new school facilities.

ESSENTIAL FUNCTIONS:

Procure District supplies, equipment, and services in accordance with established policies and procedures.

Review architectural drawings to determine space, size and placement of furniture and equipment; confer with appropriate staff to verify space needs; reconfigure placement of furniture and equipment as required; schedule meetings with vendors and appropriate staff to clarify and coordinate space design and equipment and furniture placement at new facilities; establish priority of purchases to meet site opening dates; schedule and coordinate deliveries.

Communicate with vendors regarding follow up on purchases and equipment; resolve problems and discrepancies pertaining to orders with appropriate vendors.

Communicate with principals and other administrators regarding furniture, equipment, materials and technology needed to meet site objectives.

Communicate with Principals and other administrators on budget allocations for major purchases; identify funding source and monitor expenditures to keep within allocation.

Assist in preparing bid specification documents for furniture and equipment.

Prepare necessary documents for DVBE requirements.

Operate a computer and assigned software; operate standard office equipment.

Perform related duties as assigned.

DEMONSTRATED KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Education Code requirements pertaining to school purchasing.

Basic purchasing procedures and terminology.
Preparation of bid specifications and related purchasing documents.
Inventory control and warehouse methods.
Types materials, supplies and equipment commonly used in a school district
Operation of a computer and assigned software.
Modern office practice, procedures and equipment.
Oral and written communication skills.
Record-keeping techniques.
Basic budget preparation and monitoring techniques.
Interpersonal skills using tact, patience and courtesy.

ABILITY TO

Procure District supplies, equipment, and services in accordance with established policies and procedures.
Perform specialized purchasing of materials and equipment for new school facilities.
Exercise sound judgment in the purchasing of a variety of materials, supplies and equipment.
Communicate with vendors regarding problems and discrepancies pertaining to orders.
Establish and maintain cooperative and effective working relationships with others.
Learn to read and understand architectural drawings.
Prioritize purchasing needs.
Plan and organize work.
Meet schedules and time lines.
Assist in preparing bid specification documents.
Communicate effectively both orally and in writing.
Add, subtract, multiply and divide quickly and accurately.
Maintain consistent, punctual and regular attendance.
Hear and speak to exchange information in person and on the telephone.
See to read a variety of materials.
Move hands and fingers to operate a computer keyboard.
Sitting and standing for extended periods of time.

EDUCATION AND EXPERIENCE REQUIRED:

Any combination equivalent to: graduation from high school and two years experience working in a purchasing department.

WORKING CONDITIONS:

ENVIRONMENT:

Office and warehouse environment.