

JOB DESCRIPTION

PERRIS ELEMENTARY SCHOOL DISTRICT

PURCHASING TECHNICIAN

Definition

Under general supervision from the Accounting Coordinator, procures supplies, equipment and services in accordance with established policies and procedures. Performs specialized clerical work involving the review and processing of requisitions; assist in the preparation of bid and purchase order forms; the pricing and ordering of supplies; equipment and equipment inventories; computer technology and software. Is responsible for preparing, processing, organizing, and maintaining the District contracts and consulting agreements. Positions in this class are responsible for performing complex tasks in accordance to District policy and procedures, best practices, Education Code, and all applicable Code Provisions. Exercises independent judgment in procurement of supplies, equipment, services, and the preparation of specifications for bids.

Essential Duties and Responsibilities

- Assist with the implementation and administration of vendor contracts and the competitive bidding process, including bidding, RFQ/Ps, contracts, and procurement.
- Assist with the negotiation, analysis, recommendation, and preparation of District bids, leases, and contracts with outside vendors.
- Perform clerical work as assigned to prepare, advertise and follow instructions for bid specifications and formal/informal quotations.
- Assist in the draft, review, and approve vendor and construction contracts, architectural agreements, and outside consultants for the District.
- Coordinate, plan, organize and implement the purchase, receipt, storage, and distribution of all supplies and equipment in accordance with all legal requirements and District procedures and policies.
- Assist with the preparation of specifications, bids, and quotations for a variety of purchases, using available cost saving techniques, such as California Multiple Awards Schedule (CMAS) and cooperative bids in conjunction with other agencies.
- Plan, organize, and coordinate the inventory of District equipment and related property assets, and dispose of obsolete equipment and other related property assets as necessary.
- Maintains bid files, contracts and assists with fixed assets.
- Receives, reviews, and processes purchase requisitions, checking for accuracy, completeness and proper authorizations.
- Work closely with sites, department heads, and staff to determine purchasing needs.
- Expedite orders as necessary; discuss invoice adjustments with vendors.
- Performs ongoing training to schools and department on purchasing software, product ordering, and contract procedures.
- Works with vendors to coordinate district-wide online ordering, price information, and

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service and delivery dates including any other purchasing need.

- Assists in organizing sales and disposition of obsolete supplies and equipment.
- Prepares and maintains a variety of statistical and narrative records and reports.
- Conduct research, analyze laws, regulations and data and make recommendations for new or revised fiscal related processes and procedures. Assist in the development and implementation of new or revised procedures and forms to assure efficiency and compliance with District policies and government regulations. Attend industry trainings and meetings to ensure compliance with Federal and State regulations.
- Perform other job related duties as assigned.

Knowledge and skills of:

- Budgeting processes and forecasting.
- Mandatory and elective benefits relationship to wages earned.
- Fiscal programs and services of the District.
- Applicable state and federal laws, rules, and regulations related to assigned activities.
- Audit funding and spending of assigned programs.
- California public school accounting and auditing practices/requirements; and double entry bookkeeping through trial balance.
- Data processing as it relates to financial record keeping.
- Standard office equipment, and computer applications including Microsoft Office, and Google Drive environments, with expertise in Excel, Power-Point and Adobe.
- Use English in both verbal and written form, employing correct spelling, grammar, punctuation, and vocabulary.
- Modern office methods, procedures, and equipment, including record-keeping principles, methods and procedures, filing systems, letter and report writing.
- Interpersonal skills using tact, patience, and courtesy.

Ability to:

- Perform complex arithmetic calculations with accuracy and rapidly; and reconcile financial summaries and reports.
- Assemble, organize, and analyze data effectively; including use of Microsoft Office Professional and Google Drive environments, with expertise in Excel.
- Perform professional-level analysis of District funds, accounts, salaries, budgets, and various other fiscal programs and service.
- Assure fiscal solvency of assigned funds.
- Create complex spreadsheets to facilitate reports.
- Prepare analyses, correspondence, financial statements, forms, and other materials.
- Work with deadlines and under pressure.
- Maintain the confidentiality and security of sensitive information.
- Analyze situations, identify needs, prioritize, solve problems independently, as appropriate, and take appropriate action in a variety of procedural matters, without

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immediate supervision.

- Read, interpret, apply, and explain rules, regulations, policies and procedures related to public education, and specific to Perris Elementary School District.
- Communicate effectively using a variety of mediums, employing correct spelling, grammar, punctuation, and vocabulary.
- Understand and follow oral and written instructions in English.
- Learn and support new and fast changing technologies.
- Promote team building and a positive work environment.
- Maintain a neat and clean appearance, and courteous demeanor at all times.
- Be flexible, exhibit integrity, and exercise mature judgment.
- Display interpersonal skills using tact, patience and courtesy while demonstrating exemplary customer service in working with students, staff and the public.

Physical Demands and Working Conditions

- Typical office environment.
- Subject to frequent interruptions .
- Physical Abilities: Hear and understand speech at normal levels and on the telephone; speak so that others may understand at normal levels, on the telephone and exchange information; seeing to read a variety of materials; dexterity of hands and fingers to enter data using a computer keyboard; stand, walk, and bend over, reach overhead, grasp, push, pull and move, lift and/or carry up to 25 pounds to waist height.

Experience

- Three (3) years of experience working in Accounting, Finance or other related fields.
- California public school district experience is preferred.

Education

- Associate's degree in Accounting or other related fields; or any combination of sixty (60) semester units of college-level course work in Business Administration, Accounting, Finance or other related fields.
- Graduation from high school or equivalent to completion of the twelfth grade.

Licenses, Certificates, and Testing

- Pre-employment physical and drug test.
- A current and valid Tuberculosis (TB) clearance.
- Fingerprint clearance for school personnel.
- Must possess a valid California driver license during the course of employment and be insurable by the District's liability insurance carrier.
- Pass a District test with a score of 70% or better.

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Work Year and Salary:

245 work days, Row 30

Job Description — Purchasing Technician
Board approved – December 15, 2022