



# Poudre School District

## HUMAN RESOURCES DEPARTMENT

### JOB DESCRIPTION

Job Title: **Purchasing Technician**  
 Job Family: **Warehouse/Purchasing**  
 Prepared/Revised Date: **July 14th, 2017**

FLSA Status: **Non-Exempt**  
 Pay Range: **WP15H**  
 Job Code: **61607**

**SUMMARY:** Effectively communicate essential information to schools, departments, District management and vendors. Provide daily support for operations of the Purchasing Department. Serves as liaison for District and business community. Responsible for supporting the Purchasing Department in the procurement of goods and services for all school district locations. Conduct research, analysis, and comparison of products or services. Assist with the review and editing of bid specifications, development of the selection criteria and vendor requirements, and select terms and conditions for bid packages. Provide a variety of administrative duties and support to the manager and buyers in the department. Build confidence and trust with schools by providing accurate responses to questions and concerns. Instruct and train customers and vendors on the district's purchasing practices and procedures, inclusive of, but not limited to: P-card training, training for online ordering through various sites, entering requisitions, etc.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Frequency of duties, percent of time and work year may vary based on department or building assignment.*

| Description of Job Tasks  | Frequency  | % of Time  |
|---|--|--|
|   | Daily = <b>D</b><br>Weekly = <b>W</b><br>Monthly = <b>M</b><br>Quarterly = <b>Q</b><br>Annually = <b>A</b> | On an annual basis, e.g. 10 hours of a 40 hour work week = 10/40 = 25% |
| 1. Provide administrative and technical support to the Purchasing staff including but not limited to answering and routing calls, greeting visitors, and responding to questions from other staff and/or the public; arranging meetings, managing calendars and schedules for staff, and arranging travel; preparing and distributing memos, notices, minutes, forms, agendas, and other correspondence; and working with sites to resolve purchasing and procurement issues. | D  | 35%  |
| 2. Assist in the review of purchase requests for accuracy, proper vendor selection, pricing, availability, delivery schedule, and accounting codes; confer with sites to resolve outstanding issues. Convert requisitions to purchase orders and submit to the appropriate vendor.  | D  | 20%  |
| 3. Attend work and arrive in a timely manner.   | D  | 1%   |
| 4. Train, advise, and consult with central office departments and school sites on purchasing needs, processes, etc. Assist in the preparation, coordination, and collection of data for quotes, sole source requests, solicitations, and bid award documentation. Maintain data base including master vendor list, bid and contract files.  | W  | 20%  |
| 5. Maintain purchasing records as required by Poudre School District financial policies and procedures, and maintain filing and record keeping system.  | W  | 5%   |
| 6. Manage Purchasing Card program by serving as a liaison with the issuing bank; order, issue, monitor and close cards; adjust cycle limits as necessary; assist in fraud resolution; execute monthly posting of charges.   | W  | 5%   |
| 7. Prepare, monitor, and reconcile department budgets, process restricted checks, perform budget entries, and run financial reports.  | W  | 3%   |
| 8. Work on special projects as needed.  | W  | 2%   |
| 9. Initiate and complete finance, human resources, and payroll paperwork for the department.  | M  | 3%   |
| 10. Compile and organize data and prepare reports.  | M  | 2%   |
| 11. Perform other duties as assigned.   | Ongoing  | 4%   |
|   | <b>TOTAL=</b>  | <b>100%</b>  |



**EDUCATION AND RELATED WORK EXPERIENCE:**

- Associate’s degree or two-year college certificate in public purchasing, business, or related field
- 2 years of experience in purchasing required, with experience in public sector purchasing preferred
- 2 years of experience in office administration role

**LICENSES, REGISTRATIONS or CERTIFICATIONS:**

- Criminal background check required for hire
- Certified Public Purchasing Buyer (CPPB) preferred
- Notary Public preferred

**TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:**

- Oral and written communication skills
- English language skills
- Interpersonal relations skills
- Math and accounting skills
- Personal computer and keyboarding skills
- Knowledge of financial software systems
- Customer service and public relations skills
- Critical thinking and problem solving skills
- Bilingual oral and written communication skills preferred
- Ability to maintain confidentiality in all aspects of the job
- Ability to manage multiple priorities
- Ability to manage multiple tasks with frequent interruptions
- Knowledge of basic purchasing and procurement practices
- Ability to maintain honesty and integrity in all aspects of the job
- Ability and willingness to adhere to attendance requirements, including regular and punctual employee presence
- Ability to promote and follow Board of Education policies, Superintendent policies, and building and department procedures
- Ability to communicate, interact, and work effectively and cooperatively with people from diverse ethnic and educational backgrounds
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment, and report unsafe conditions to the appropriate administrator

**MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:**

- Operating knowledge of and experience with personal computers and peripherals
- Operating knowledge of and experience with Microsoft Word, Excel, PowerPoint, Publisher, Outlook, and/or other department software packages
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, etc.

**REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:**

|                        | <b>PURCHASING TECHNICIAN</b>                         | <b># of EMPLOYEES</b> |
|------------------------|--|-----------------------|
| <b>Direct reports:</b> | This job has no direct supervisory responsibilities. |                       |

**PHYSICAL REQUIREMENTS & WORKING CONDITIONS:** *The physical demands, work environment factors and mental functions described below 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.*



| PHYSICAL ACTIVITIES:                | Amount of Time |           |            |          |
|-------------------------------------|----------------|-----------|------------|----------|
|                                     | None           | Under 1/3 | 1/3 to 2/3 | Over 2/3 |
| Stand                               |                | X         |            |          |
| Walk                                |                |           | X          |          |
| Sit                                 |                |           |            | X        |
| Use hands to finger, handle or feed |                |           | X          |          |
| Reach with hands and arms           |                | X         |            |          |
| Climb or balance                    | X              |           |            |          |
| Stoop, kneel, crouch, or crawl      | X              |           |            |          |
| Talk                                |                |           |            | X        |
| Hear                                |                |           |            | X        |
| Taste                               | X              |           |            |          |
| Smell                               | X              |           |            |          |

| WEIGHT and FORCE DEMANDS: | Amount of Time |           |            |          |
|---------------------------|----------------|-----------|------------|----------|
|                           | None           | Under 1/3 | 1/3 to 2/3 | Over 2/3 |
| Up to 10 pounds           |                |           | X          |          |
| Up to 25 pounds           |                | X         |            |          |
| Up to 50 pounds           | X              |           |            |          |
| Up to 100 pounds          | X              |           |            |          |
| More than 100 pounds      | X              |           |            |          |

| MENTAL FUNCTIONS:    | Amount of Time |           |            |          |
|----------------------|----------------|-----------|------------|----------|
|                      | None           | Under 1/3 | 1/3 to 2/3 | Over 2/3 |
| Compare              |                |           | X          |          |
| Analyze              |                |           | X          |          |
| Communicate          |                |           |            | X        |
| Copy                 |                | X         |            |          |
| Coordinate           |                |           | X          |          |
| Instruct             |                | X         |            |          |
| Compute              |                |           |            | X        |
| Synthesize           |                |           | X          |          |
| Evaluate             |                |           | X          |          |
| Interpersonal Skills |                |           |            | X        |
| Compile              |                |           | X          |          |
| Negotiate            |                | X         |            |          |

| WORK ENVIRONMENT:                     | Amount of Time |           |            |          |
|---------------------------------------|----------------|-----------|------------|----------|
|                                       | None           | Under 1/3 | 1/3 to 2/3 | Over 2/3 |
| Wet or humid conditions (non-weather) | X              |           |            |          |
| Work near moving mechanical parts     | X              |           |            |          |
| Work in high, precarious places       | X              |           |            |          |
| Fumes or airborne particles           | X              |           |            |          |
| Toxic or caustic chemicals            | X              |           |            |          |
| Outdoor weather conditions            | X              |           |            |          |
| Extreme cold (non-weather)            | X              |           |            |          |
| Extreme heat (non-weather)            | X              |           |            |          |
| Risk of electrical shock              | X              |           |            |          |
| Work with explosives                  | X              |           |            |          |
| Risk of radiation                     | X              |           |            |          |
| Vibration                             | X              |           |            |          |

| VISION DEMANDS:                                   | Required |
|---|----------|
| No special vision requirements.                   |          |
| Close vision (clear vision at 20 inches or less)  | X        |
| Distance vision (clear vision at 20 feet or more) | X        |



| <b>VISION DEMANDS:</b>                                    | <b>Required</b> |
|---|-----------------|
| Color vision (ability to identify and distinguish colors) | X               |
| Peripheral vision   | X               |
| Depth perception  | X               |
| Ability to adjust focus                                   | X               |

| <b>NOISE LEVEL:</b> | <b>Exposure Level</b> |
|---------------------|-----------------------|
| Very quiet          |                       |
| Quiet               |                       |
| Moderate            | X                     |
| Loud                |                       |
| Very Loud           |                       |