

# **GALT JOINT UNION ELEMENTARY SCHOOL DISTRICT**

## **DESCRIPTION OF BASIC RESPONSIBILITIES**

Perform specialized duties in the purchasing of supplies, materials, and equipment; ensure the timely processing of requests for goods and services; ensure compliance with established policies and procedures.; and perform various record-keeping and filing duties.

**SUPERVISOR:** Chief Business Officer

### **JOB TITLE: Purchasing Technician**

1. Types all purchase orders, and maintains annual records of purchasing activity.
2. Obtains current prices by catalog, telephone, email, or quotation.
3. Maintains a file of vendors/catalogs and corresponds with sales representatives to keep abreast of new products.
4. Assists site personnel with questions concerning items/quantities to be purchased.
5. Coordinates, participates in and maintains records of the annual Sacramento County Joint Powers Purchasing Group order of supplies.
6. Supports preparation of orders for on-going district instructional materials or professional development supplies.
7. Makes necessary arrangements for attendance at professional meetings and conferences, including transportation, hotel reservations, and event registrations.
8. Picks up, sorts, and delivers mail to appropriate District school sites and locations.
9. Contacts vendors/sites regarding discrepancies or other problems pertaining to purchasing.
10. Maintains district-wide equipment/supplies inventory, and coordinates the district-wide physical inventory bi-annually.
11. Maintains Material Safety Data Binders.
12. Establishes and maintains a variety of records, logs, and filing systems pertaining to department area(s) of responsibility.
13. Produces reports, correspondence, forms, and other documents as directed by supervisor.
14. Maintain database for District Credit hours districtwide.
15. Williams Act curriculum reporting.
16. Assists in picking up, sorting, and delivering of mail to appropriate District school sites and locations.
17. Assist in receiving all incoming packages district-wide, inspecting contents, confirming accuracy to the original order, and preparing for distribution to sites.
18. Assist in operating a forklift, pallet jack, and other materials handling equipment as necessary.
19. Assist in maintaining warehouse facility in orderly, clean, and safe condition.
20. Assist in maintaining appropriate computerized and manual logs and files related to warehousing/delivery operations.
21. Performs varied and responsible clerical duties to assist in responsive department services.
22. Performs other duties similar to the above in scope and function.

**Knowledge of:**

- Modern office methods, procedures, and practices;
- Proper English usage, grammar, punctuation, and spelling.

**Ability to:**

- Learn and understand purchasing principles, procedures, and terminology;
- Read and understand the laws, rules, and regulations affecting the school district purchasing operation;
- Perform moderately heavy manual labor in the daily unpacking/loading of boxes;
- Plan, organize, prioritize, and execute a variety of work assignments;
- Maintain accurate and useful follow up filing systems;
- Prepare and maintain accurate and complete records and reports;
- Perform mathematical calculations accurately and rapidly;
- Type accurately at a rate required for successful job performance, including forms and reports;
- Operate office machines and equipment including a personal computer, calculator, fax machine, and copy machine;
- Communicate effectively in both oral and written forms;
- Establish and maintain effective work relationships with those contacted in the performance of required duties.

**EDUCATION & EXPERIENCE**

- High school diploma or equivalent;
- Recommended 2 years prior job-related experience with increasing levels of responsibility.

**REQUIREMENTS**

- TB test clearance;
- Criminal Justice fingerprint clearance;
- Valid California Driver's License;
- Pass District Clerk II exam
- Forklift Operator Certification, or ability to obtain during the six-month probationary period

**MEDICAL CATEGORY**

- Ability to to move about the District and drive a District vehicle.
- Ability to lift 25 lbs. or carry object weighing over 15 lbs.