

SANTA CLARA COUNTY OFFICE OF EDUCATION

POSITION: Substitute/Relief Purchasing Technician

HOURLY RATE: \$20.39

DUTIES AND RESPONSIBILITIES: The Substitute/Relief Purchasing Technician is an on-call, temporary position. This position performs technical and clerical purchasing functions related to purchasing transactions and reports for the Santa Clara County Office of Education. The Substitute/Relief worker will receive supervision within a framework of well-defined policies and procedures and provides assistance to purchasing staff in the processing and maintenance of on-line purchasing records and files.

TYPICAL DUTIES

Receives, prepares, reviews, and processes on-line purchasing requisitions for completeness and compliance within established regulations and guidelines

Matches and distributes purchasing requisitions and related documents, maintaining necessary records to reflect status of current purchasing transactions

Enters, edits, and retrieves a variety of on-line purchasing information including, department requisitions, and stores orders, verifying, correcting data and changing verbiage as needed

Prepares, compiles, and maintains bid documents and quotes for issuance, distributing documents as needed

Provides responsible assistance to department staff, warehouse staff, vendors, and/or sales representatives, clarifying purchasing information, responding to inquiries, and/or resolving discrepancies or problems as necessary

Operates standard office equipment, accounting-purchasing information systems, microcomputer hardware including printers, copiers, fax machines, and calculators

Develops, and/or prepares correspondence, reports, and records including, vendor profiles and lists using word processing and database software programs

Contacts sales representatives and vendors to obtain product pricing and availability or purchase order status

Monitors on-line purchasing system regarding purchasing accounts, activities, and operations

Provides technical support and guidance to users

May coordinate and train the work of others

May perform routine buying assignments within well-defined procedures and guidelines

Provides responsible support to buyers, responding to telephone calls, forwarding messages, and/or relaying information as assigned

Participates in or provides training sessions on purchasing policies and procedures, and on-line purchasing systems

Attends and participates in meetings and related activities as assigned

Performs other duties as assigned.

EMPLOYMENT STANDARDS

Knowledge of:

General purchasing concepts, principles and practices

Effective filing and record-keeping procedures and practices

Office methods, practices, procedures, and equipment

Microcomputer operations, hardware and software used in preparing reports

Proper English usage including grammar, punctuation, spelling, and sentence structure

Ability to:

Learn appropriate regulations applicable to purchasing and accounts payable

Perform arithmetic calculations with speed and accuracy

Operate standard office equipment including microcomputer, typewriter, calculator, copier, and fax machine

Learn to use or use on-line purchasing systems, word processing and spreadsheet software application programs

Understand and carry out directions independently

Communicate effectively and tactfully in both oral and written form

Keyboard/type at a rate sufficient for successful work performance

Quickly identify problem areas or situations, isolate problem causes and take appropriate action to resolve problems identified

Prepare and maintain accurate records, files, and reports

Establish and maintain effective work relationships with those contacted in the performance of required duties.

TRAINING AND EXPERIENCE

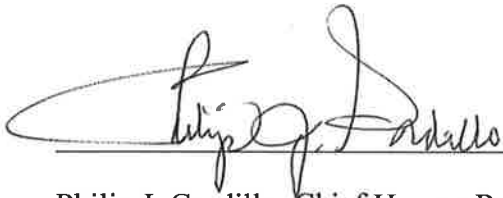
Basic knowledge, skills, and abilities related to purchasing, materials management, vendor relationship, organization, customer service, office management, documentation skills and fiscal support work.

BARGAINING UNIT: Substitute Workers Unit

WORKING ENVIRONMENT: Indoor, classroom and outdoor settings. The noise level in the work environment is usually moderate.

PHYSICAL DEMANDS: Hearing and speaking information in person and on the telephone; seeing to read, prepare and proofread documents, perform assigned duties; sitting or standing for extended periods of time; dexterity of hands and fingers to operate tools and equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies, lifting light objects.

Approved:

A handwritten signature in black ink, appearing to read "Philip J. Gordillo", written over a horizontal line.

Philip J. Gordillo, Chief Human Resources Officer

A handwritten date "10-01-15" written in black ink over a horizontal line.

Date