

CITY OF SALINAS

PURCHASING TECHNICIAN

BARGAINING UNIT/CLASS CODE

SMEA / H18

DEFINITION

Under general supervision, purchases and expedites a variety of materials, supplies and equipment for use by all City departments; performs related work as assigned.

DISTINGUISHING CHARACTERISTICS

Purchasing Technician is the journey-level class in the technical series, fully competent to perform a wide range of purchasing duties. This class is distinguished from Senior Purchasing Technician that the latter provides lead direction for the Purchasing Technician and assists in resolving difficult purchasing problems.

ESSENTIAL JOB FUNCTIONS OF THE POSITION Duties may include, but are not limited to the following:

Analyze requisitions to verify completeness and accuracy and to determine the type of materials, supplies or equipment required. Confers with the requesting department to ensure that information is correct, that order parameters are understood, and to provide information regarding products and suppliers. Interviews salesperson, contacts manufacturers and vendors, attends demonstrations when directed, and obtains samples and literature from potential suppliers. Explains purchasing policies and procedures to potential vendors. Obtains comparative data regarding price, quality, quantity and availability of materials, supplies and equipment. Prepares or reviews a variety of formal and informal requests for proposals and specifications for both commonly-used and non-routine materials, supplies and equipment; prepares analyses and maintains inventory control for commonly ordered items stocked in central warehouse and City Hall basement store. Places orders and negotiates with vendors as required if changes in purchase terms are required. Expedites purchase orders, determining the reason for non-delivery or other problems and following up as required. Analyzes bids, recommends award and prepares contracts for award; works with user departments to reconcile invoices and to solve delivery, quality and other problems that arise. Maintains various reports and records, including vendor performance files. Assists in determining reorder points and in determining practicable order quantities for materials and supplies. Monitors developments in the purchasing field and recommends improvements to internal policies and procedures. Promote and maintain safety in the work place. Performs related duties as assigned.

PHYSICAL AND MENTAL CHARACTERISTICS

Physical, mental and emotional stamina to perform the duties and responsibilities of the position; manual dexterity sufficient to write, use telephone, computer, business machines and related equipment; vision sufficient to read printed materials, visual display terminals; hearing sufficient to conduct in person and telephone conversations; speaking ability in an understandable voice with sufficient volume to be heard in a normal conversational distance, on the telephone and in addressing groups; physical agility to push/pull, squat, twist, turn, bend, stoop and reach overhead; physical mobility sufficient to move about the work environment, physical strength to lift up to 20 lbs.; physical stamina sufficient to sit for prolonged periods of time; mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions.

WORKING CONDITIONS

Business office working environment subject to sitting at a desk or standing at a counter for long periods of time, bending, crouching, or kneeling at files, pushing/pulling of file drawers and supplies, reaching in all directions and prolonged periods of time working at a computer terminal.

**CITY OF SALINAS
PURCHASING TECHNICIAN (continued)**

QUALIFICATIONS

Knowledge of:

Public purchasing principles and practices, including competitive bidding procedures. Applicable federal, state and local laws and regulations. Standard price and purchasing reference sources for materials and supplies. Implementing guidelines for special purchasing restrictions imposed by City Ordinance. Principles of business administration and economics as applied to the purchasing function. Standard office practices and procedures. Operation of personal computer with proficiency using word processing programs.

Ability to:

Analyze and relate requisitions to current and future needs. Read and interpret purchase requests, plans, drawings and specifications. Buy effectively with regard to quantity, quality and price. Make accurate arithmetic calculations. Maintain accurate records and files. Prepare clear, accurate, and concise reports, specifications, correspondence and other written materials. Translate user requirements into appropriate specifications. Organize work, set priorities and make sound independent decisions within established guidelines. Establish and maintain effective working relationships with those contacted in the course of work. Promote the mission, values and standards of an effective public organization, particularly in the area of customer service.

License or Certificate:

Must possess a valid California driver's license and maintain a satisfactory driving record.

Education and Experience:

An example of the education and experience which most likely demonstrates the skills, knowledge and abilities required to perform the duties would be any combination equivalent of graduation from high school and two years of journey level experience in purchasing and expediting a variety of materials, supplies and equipment, which has included developing formal specifications and sources of supply. College level coursework in business administration or a closely related field may be substituted for the required experience on a year-for-year basis to a maximum of two years.

Reviewed _____
Department Director

Approved _____
Human Resources Officer

Approval Date: _____

ORIG: 2-84, REV: 1-99, REV: 3-04, REV: 8-05