

PURCHASING TECHNICIAN

DEFINITION

Under general supervision, organizes and coordinates the processing of requisitions and purchase orders, the preparation of bid forms, and the pricing and ordering of supplies, materials, equipment and services for all City departments.

DISTINGUISHING CHARACTERISTICS

This journey technical classification is characterized by the responsibility to perform complex purchasing related work, involving customer support for all departments within the City. This position must interpret and implement the City Municipal Purchasing Ordinance in order to ensure that all purchases comply with City regulations.

SUPERVISION RECEIVED

Receives direction from the Purchasing and Services Manager or other designee as assigned by the Director of Finance.

SUPERVISION EXERCISED

May exercise technical and functional supervision over assigned clerical personnel.

ESSENTIAL DUTIES

Duties may include, but are not limited to, the following:

Procures supplies and materials, equipment and services;

Administers pre and post award municipal leasing;

Evaluates and analyzes bids and proposals;

Assists in the negotiations and development of contracts;

Develops specifications, solicits bids and identifies and selects suppliers;

Provides procurement consulting and assistance;

ESSENTIAL DUTIES (continued)

Prepares detailed written reports and makes recommendations as related to purchasing;

Develops diversified sources for purchasing supplies and equipment;

Monitors supplier performance;

Assists with purchase orders and contract differences or quality problems;

Processes credit card purchases; books flights, hotel accommodations and car rentals;

Processes surplus equipment for disposition and processes payments for sales;

Resolves credit holds and researches payment information for vendors;

Assists with determining appropriate methods of procurement;

Interviews and conducts vendor visits and trade shows;

Monitors transactions for pager returns and exchanges.

#### OTHER JOB RELATED DUTIES

Performs related duties as required.

#### JOB RELATED AND ESSENTIAL QUALIFICATIONS

##### Knowledge of:

Principles and practices of governmental purchasing;

Supplies, materials, equipment and services used by the City;

Modern office practices, procedures and computer equipment;

Methods and procedures for processing purchase orders and requisitions;

English usage, spelling, grammar and punctuation;

Spreadsheet, word processing and data base software programs;

JOB RELATED AND ESSENTIAL QUALIFICATIONS (continued)

Ability to:

Perform arithmetical calculations rapidly and accurately;

Prepare and maintain accurate and complete records and reports;

Establish and maintain effective relationships with those contacted in the course of work;

Communicate clearly and concisely, both orally and in writing;

Develop and recommend methods for improving process;

Use spreadsheet, word processing and database software programs with proficiency.

EXPERIENCE AND TRAINING

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Three years of progressively responsible clerical accounting or record keeping experience, including at least one year in purchasing activities.

Training:

Equivalent to an Associate degree in business or closely related field.

SPECIAL REQUIREMENTS

Essential duties require the mental and/or physical ability to: work in a standard office environment and use standard office equipment and current software; grasp, perform repetitive hand movements and fine coordination to prepare documents and data using a computer keyboard and mouse/trackball; sit for prolonged periods of time; stand, walk, reach, bend and safely lift and move equipment and materials weighing up to 35 pounds; converse by telephone, by email, in person, and be clearly understood; read and comprehend legal, technical and complex documents; interact with the public and all different levels of City staff in an effective and professional manner. Essential functions must be performed with or without reasonable accommodation.

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Purchasing Technician  
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PROBATIONARY PERIOD: Six months

110CS11

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AAP GROUP: 16

FPPC STATUS: Non-Designated

FLSA STATUS: Non-Exempt