



NEW: 01/15/2020  
Submitted: 01/14/2020

JOB TITLE:	TECHNICIAN PURCHASING
DIVISION	FINANCIAL SERVICES
SALARY SCHEDULE/GRADE:	IA, GRADE 8
WORK YEAR:	260 DAYS
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	7724
BARGAINING UNIT:	CLAA

**SCOPE OF RESPONSIBILITIES**

Works with all phases of Purchasing/Bids and assists with the implementation of new programs, system reports, and system upgrades. Maintains a high degree of accuracy in assigned duties and related matters. Assumes responsibility of liaison between the department, MIS, and procurement software vendors. Works with a minimum amount of supervision and confers with director and coordinator when appropriate.

**PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA**

- Assumes responsibility for coordination of all issues with procurement and bidding software vendors (i.e., MUNIS, esmSolutions)
- Coordinates MUNIS testing and system upgrades
- Assists with monthly and annual KETS code verification reports
- Assists in developing, updating, and revising all forms, instructions, manuals and procedures for procurement functions
- Works with IT and other departments to develop reports, queries, and other data files as needed
- Assumes responsibility of working with vendors, IT, MUNIS, and esmSolutions to implement e-procurement
- Assists director and coordinator in meeting special requests of Purchasing/Bids including the implementation of additional functionalities
- Assumes responsibility for web page changes and updates
- Assists in preparation of contracts
- Assumes responsibility of payroll reporting
- Assumes responsibility of order/receiving department budget
- Completes all trainings and other compliance requirements as assigned by the designated deadline
- Performs other duties as assigned by supervisor

**PHYSICAL DEMANDS**

The work is primarily sedentary. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, and reaching with the ability to lift, carry, push or pull light weights.

**MINIMUM QUALIFICATIONS**

- High School Diploma or G.E.D.
- Two (2) years of experience in procurement and knowledge of MUNIS financial software
- Ability to communicate ideas clearly and effectively
- Demonstrated ability to work with minimal supervision, maintain accurate records, and meet established deadlines

DESIRABLE QUALIFICATIONS
Two (2) years of business experience in related field
Experience working with various role groups (i.e., procurement, IT, software vendors)
Experience in a diverse workplace