

## Job Description

**Job Title:** Procurement Technician

**Supervisor:** Director of Procurement

**Pay Grade:** 25

**Job Classification:** Non-Exempt

**Contract Length:** 245 Days

### Job Summary

Under direction, the purpose of the position is to acquire services, supplies and goods as required by the assigned department at a competitive price in a time-efficient manner and to provide basic routine administrative support work relating to the purchasing department. Position is responsible for review, analysis, purchase of supplies, services and goods; and preparation of purchase orders and related documentation. Conducts procurement training for departments, administers online market contracts (e.g. Amazon, School Specialty, Office Depot) for the school division. Performs related work as directed. Position demands excellent customer service skills and is also responsible for processing small purchase requisitions as assigned.

### Essential Duties

1. Checks and reviews market sources and vendors to ensure most cost effective and competitive pricing for the purchase of commodities; assist end users in identifying additional vendor sources.
2. Creates files and updates contract and purchase order files and related documentation
3. Administers department files in accordance with Virginia Public Records Act; establishes file categories, establishes and maintains cross-referenced files.
4. Uses p-card to order routine office supplies for the department.
5. Receives, reviews, and determines compliance with receipt requirements of bids and/or proposals.
6. Compiles statistical data into routine and ad hoc reports; creates databases, performs data entry, participates in purchasing projects by researching or providing relevant information; prepares Tyler MUNIS reports accurately and within the allowed time frame.
7. Generates and files departmental related reports or documents relating to the Department's purchasing function.
8. Maintains vendor relationships and customer service with vendors and end-users.
9. Screens visitors, telephone calls, and incoming mail, personally answering those inquiries which, in the employee's judgment do not require further response by the Director or Procurement staff.
10. Prepares documents and reports as requested.
11. Ensures purchase orders and supporting documentation are delivered to vendors by facsimile, email or by other vendor specified delivery methods.
12. Maintains current knowledge of trends and developments regarding governmental purchasing procedures, regulatory changes, and new technologies
13. Conducts procurement training for departments and individuals.
14. Administers online marketing contract program (e.g. Amazon, School Specialty, Office Depot) for departments.
15. Operates and maintains all standard office machines and purchasing of ink for copiers.
16. Receives supplies and materials through ERP system Tyler MUNIS.
17. Monitors and manages Purchasing budget and advises Director when accounts require additional action.
18. Receives bids/proposals immediately by affixing date/time stamp in accordance with government laws/policies and procedures.
19. Processes surplus payments, recording receipts into Public Surplus and issues material pick up approvals to customers.
20. Accurately processes assigned requisitions and prepares purchase orders within allotted timeframes; ensuring correct delivery/bill to locations, sufficient detail/specifications are provided, and performs sourcing research to ensure appropriate groups of vendors are solicited, if required.
21. Maintains and tracks a variety of departmental activities and functions.

22. Processes mail and other correspondence.
23. Models nondiscriminatory practices in all activities.
24. Performs other duties as assigned.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

### **Job Specifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodation may be made to individuals with disabilities, who are otherwise qualified, to perform the essential functions.

### **Minimum Qualifications (Knowledge, Skills, and/or Abilities Required)**

Completion of standard high school diploma with completion of business school or some college courses desirable, or equivalent of experience and training which provides the required knowledge, skills and abilities. Thorough knowledge of standard office practices, procedures, equipment and clerical techniques. Knowledge of business English, spelling and math. Must possess excellent computer skills involving Microsoft Word, Excel, and managing the purchasing process and budget accounts. Must possess the ability to understand and follow oral and written instructions. Must possess the ability to edit memos, spreadsheets and other purchasing documents. Ability to establish and maintain effective working relationships with others using good judgment, tact, and courtesy. Ability to follow complex oral and written instructions, and work independently. Ability to serve as a team member in a collaborative department suite. A minimum of two (2) years' experience in a procurement related environment is preferred.

### **Working Conditions and Physical Requirements**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

Must have the ability to sit for extended periods of time; exhibit manual dexterity to dial a telephone, to enter data into a computer; to see and read a computer screen and printed material with or without vision aids; hear and understand speech at normal levels and on the telephone; speak in audible tones so that others may understand; physical agility to lift up to 25 pounds; and to bend, stoop, climb stairs, and reach overhead.

### **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed in an office environment. The noise level in the work environment is usually moderate.

**Supervision Exercised:** None

**Supervision Received:** Director of Procurement

*This job description in no way states or implies that these are the only duties to be performed by this employee. The Procurement Technician will be required to follow any other instructions and to perform any other related duties as assigned by the Director of Procurement or other appropriate administrators. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.*

**Approvals:**

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Supervisor

Date

**I acknowledge that I have received and read this job description.**

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Employee Name (Print)

Signature

Date

10/2019 CR