

**Job Title:** Purchasing Technician/Warehouse Buyer  
**Department:** Purchasing  
**Reports To:** Purchasing Manager  
**FLSA Status:** Non Exempt  
**Salary Schedule:** SC Lane 08



## **SUMMARY**

The Purchasing Technician/Warehouse Buyer procures equipment, supplies, and furniture, for Washington County School District. The Purchasing Technician receives, stocks, and inventories supplies and equipment stored at the WCSD Warehouse Building by performing the following duties.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** *may include the following. Regular, reliable worksite attendance and timeliness is an essential job function to perform the essential duties and responsibilities of the position. While this job description attempts to outline all essential duties of the position, the description is not a contract and the job functions are subject to change at the organization's discretion. Other duties may be assigned.*

Compiles data from sources such as contracts, purchase orders, invoices, requisitions, and accounting reports and writes, types or enters information into the computer to maintain inventory, purchasing, or other records.

Compiles stock control records and information such as consumption rate, characteristics of items in storage, and current market conditions, to determine stock supply and need for replenishment.

Prepares invitation to bid forms and distributes to supplier firms and public postings.

Compares prices, specifications, and delivery dates and recommends award of contract to bidder.

Maintains procurement records such as purchased items or services, costs, delivery, product quality or performance, and inventories.

Selects products for purchase by testing, observing, or examining items.

Responsible for support and guidance to finance secretaries, school administrators, and district personnel on creation of orders for warehouse supplies and purchase requisitions.

Responsible for the ongoing administration of District contracts to ensure adherence to District policy.

Consults catalogs and interviews suppliers to obtain specifications and prices.

Compares nomenclature, stock numbers, authorized substitutes, and other listed information with catalogs, manuals, parts lists, and similar references to verify accuracy of requisitions and shipping orders.

Ensures warehouse controls are followed.

## **SUPERVISORY RESPONSIBILITIES**

This job has no supervisory responsibilities.

**KNOWLEDGE, SKILLS, ABILITIES, AND QUALIFICATIONS** *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 accommodations may be made to enable individuals with disabilities to perform the essential functions. Must demonstrate an acceptable level of maturity, good judgment, and emotional stability.*

Ability to read, write, and communicate effectively in English at a level required for successful job performance. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of employees of the school district.

Ability to work with applicable mathematical concepts. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations. Ability to perform mathematical operations using units of American money.

Ability to apply common sense understanding to carry out essential duties of this position. Ability to carry out instructions furnished in written, oral, or diagram form. Ability to troubleshoot and solve problems involving concrete variables situations. Ability to define problems, collect data, establish facts, and draw valid conclusions.

## **EDUCATION and/or EXPERIENCE**

Associates degree or equivalent from a two-year college or technical school preferred. A combination of education and experience is acceptable.

## **CERTIFICATES, LICENSES, REGISTRATIONS**

This position does not require any certificates or licenses.

**PHYSICAL DEMANDS** *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 accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to sit, stand, walk, use hands to handle or feel, and reach with hands and arms. The employee is frequently required to climb or balance, stoop, kneel, crouch, or crawl, and talk or hear. The employee must regularly lift and/or move up to 25 pounds, frequently lift and/or move up to 50 pounds, and occasionally lift and/or move up to 100 pounds with help. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, color vision, and ability to adjust focus.

**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.*

While performing the duties of this job, the employee is frequently exposed to moving mechanical parts, fumes or airborne particles, extreme heat, and outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions; high, precarious places, extreme cold, and vibration. The noise level in the work environment is usually moderate.

Prepared By: <b>Business Administrator</b>		Date: <b>06/27/2005</b>
Approved By: <b>Executive Director, Human Resources</b>		Date: <b>06/27/2005</b>
<input type="checkbox"/> Review <input checked="" type="checkbox"/> Revised	By: <b>HR Position Management Specialist</b>	Date: <b>08/16/2010</b>
<input type="checkbox"/> Review <input checked="" type="checkbox"/> Revised	By: <b>Purchasing Manager</b>	Date: <b>05/12/2017</b>
<input type="checkbox"/> Review <input checked="" type="checkbox"/> Revised	By: <b>Purchasing Manager</b>	Date: <b>05/07/2018</b>
<input type="checkbox"/> Review <input type="checkbox"/> Revised	By:	Date:

**EMPLOYEE ACKNOWLEDGEMENT OF RECEIPT:**

*By signing below, I acknowledge that I have received a district approved position description for my current position. I understand it is my responsibility to review the position description and direct any questions regarding the position description to my department supervisor or the Human Resources Department.*

Print Name:	Date:
Employee Signature:	