

PURCHASING TECHNICIAN

DEFINITION: Under general direction, performs work of moderate difficulty in purchasing goods and services for the use of City departments and make preliminary preparations on all bids.

EXAMPLES OF DUTIES:

1. Develops and directs the maintenance of extensive filing systems.
2. Reviews incoming correspondence of significant items, and outgoing documents for neatness and correctness.
3. Develops various systems to ensure smooth coordination of clerical functions within the purchasing division.
4. Assists in providing technical assistance to City departments on the development of bid proposals, specifications and contracts.
5. Independently prepares complex reports and documents pertaining to City bids, contracts purchases, and reports for the City Council.
6. Drafts, expedites, and sees to execution and completion of all construction contracts.
7. Purchases products, materials and equipment relative to Departmental and Organizational needs.
8. Periodically obtains purchase orders, assists in the drafting and preparation of bid specifications.
9. Sort and process in coming and out going mail for City departments.
10. Works in Munis financial system to generate purchase orders and contracts and track insurance certificates.
11. Posts bid notices and bid results to City website.
12. Performs related work as required.

KNOWLEDGE AND SKILLS:

Considerable knowledge of: office terminology and procedures, the operation of office equipment and machines and personal computers. Knowledge of MS Office Suite or other word processing, spreadsheet and data base software standard that may be adopted by City departments. Knowledge of business English, spelling and arithmetic. Proven

Reports to: Central Services Manager
Grade: 23

FLSA: Non-Exempt
Group: AFSCME 1058

knowledge of report preparation and basic arithmetic calculations as well as basic buying procedures and governmental purchasing policies. Ability to maintain the confidentiality of communications, files and documents.

WORKING CONDITIONS & PHYSICAL DEMANDS:

Work is performed primarily in an office setting and is essentially sedentary with occasional walking, standing, lifting, bending, or minimal physical activities carrying items under 25 pounds.

TRAINING & EXPERIENCE:

Completion of a High School diploma or GED. Four (4) years of experience in office clerical work, including two (2) years of experience in purchasing goods and services, preferably in a municipal environment, and preparing purchasing reports; or any equivalent combination and experience.

NECESSARY SPECIAL REQUIREMENTS:

Valid Illinois Driver's License.

Ability to work with the general public.

Residency requirement: Classified employees hired after January 1, 1984 may live anywhere in Winnebago County or anywhere within an area fifteen (15) miles from the Public Safety Building within six (6) months of their date of completion of probation. Employees hired prior to January 1, 1984 shall be subject to their conditions of employment in effect at that time.