

**EMPLOYEE NAME:** \_\_\_\_\_

 Revised: 1/88; 10/91; 8/92; 11/92; 5/93; 11/94; 3/96; 2/97;  
 1/98; 3/03; 6/04; 11/05; 9/07; 6/08; 10/12; 6/18;11/23

### JOB DESCRIPTION

<b>POSITION TITLE:</b> Procurement Technician, Maintenance Services	<b>JOB CODE:</b> 474C
<b>DIVISION:</b> Operational Support	<b>SALARY SCHEDULE:</b> Office Clerical/Technician Annual
<b>DEPARTMENT:</b> Maintenance Services	<b>WORKDAYS:</b> Annual Administrative Employees
<b>REPORTS TO:</b> Assistant Director , Maintenance Services	<b>PAY GRADE:</b> Rank VI (NC06)
<b>FLSA:</b> Non-Exempt	<b>PAY FREQUENCY:</b> Monthly
<b>PRIMARY FUNCTION:</b> Supports the Assistant Director by serving as the liaison between maintenance staff and vendors servicing Maintenance Services in the purchase order process of all material, parts and services.	
<b>REVISION DATE(S):</b> 11/23	

**REQUIREMENTS:**

1.	Educational Level: High School Diploma or HSE required
2.	Certification/License Required: None
3.	Experience: 1 year in a procurement related position.
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities.
5.	Knowledge, Skills, & Abilities: Written and oral communication, Microsoft Office, Internet Explorer, Advantage Desk Top.

***The Board of Education and the Superintendent may accept alternatives to some of the above requirements.***

**ESSENTIAL DUTIES:**

1.	Demonstrates prompt and regular attendance.
2.	Promotes good relations and displays a positive image with customers, the public and peers.
3.	Assists in preparation of correspondence to vendors, internal departments and schools.
4.	Assists in the preparation of bids, RFP's and quotes including distribution, openings and tabulations.
5.	Performs other duties as they relate to office functions of the purchasing department which includes the maintenance of vendors' lists, bid lists, host/fax documents, purchase orders and procurement cards.
6.	Organizes and maintains various computer reports and other procurement related data and reference materials.
7.	Works in conjunction with end user to source most cost efficient option for Quote Requests.
8.	Prepares, distributes and reviews responses to Quote Requests; recommends vendors for quotes.
9.	Establishes and maintains a list of vendors capable of delivering goods and/or services for assigned quote responsibility.
10.	Supports Buyer and Purchasing Agents with other Quote Requests as needed.
11.	Assists in maintaining open purchase orders and upon receipt of materials/services, releases purchase order for accounts payable processing.
12.	Assists with input of purchase orders, both routine and emergency.
13.	Assists in registration of new vendors and maintaining data base of current vendors.
14.	Supports year end warehouse inventory process and material auditing.
15.	Maintains vendor credit card accounts; reconciles monthly statements for payment process.
16.	Performs other duties as assigned by appropriate administrator.

Signature of Employee \_\_\_\_\_ Date \_\_\_\_\_

Signature of Supervisor \_\_\_\_\_ Date \_\_\_\_\_