

**Killeen Independent School District
Job Description**

Job Title: Purchasing Technician I
Reports To: Director for Purchasing Services
FLSA Status: Non-exempt, 226 days

SUMMARY

Assists the Contract Specialist in coordinating, negotiating, and ensuring District contracts and proposals for goods and/or services meet Local, State, and Federal rules and regulations while supporting the purchasing and procurement efforts of the District.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

Places and receives telephone calls, records message, keeps Contract Specialist and Purchasing Team informed.

Maintains, monitors, and enforces compliance of purchasing regulations for all district contracts and purchases as per TEA, 44.031, CH LOCAL and CH LEGAL.

Assist Contract Specialist in reviewing and approving all professional and consulting services request and/or individual contracts, for conformance with district policies and procedures.

Reviews contracts and proposals for required documents and coordinates with vendors in obtaining required information.

Maintains Contract Specialist's calendar, schedules meetings, and assist prepares materials for those meetings.

Maintains and establishing appropriate files system for contracts and/or purchasing in a centralized database.

Maintains and establishes vendor profiles in all software systems and manage tax related data providing vendors with required IRS documentation.

Assist with maintaining 1099 vendor records accurately through the year.

Assist with Purchase Orders, Request for Proposals, Bids, Request for Qualifications, Contracts, and requests for information that are processed and maintained by the department.

Assist in maintaining and/or creating the District Purchase orders.

Research district needs and obtain quotes from vendors meeting the required specifications.

Provides customer support to all district users and customers of the Financial Software, e-bid system, and any other software system used in Purchasing.

Assists with and processes orders for renovation/additions or new schools.

Submits follow up letters to vendors or departments.

Submits advertisement for special bids and Public Notices.

Establishes and maintains vendor relations.

Assist in maintaining technology and procurement online acquisition sources for the district.

Serves as a backup for Purchasing Technician III and Purchasing Clerks.

Designates an individual to serve as backup for the duties listed above and as required by individual entity policy.

Performs other duties as assigned by the Director for Purchasing Services and/or Contract Specialist

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

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. There may be alternatives to the below qualifications as the Board of Trustees may find appropriate. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Must possess a high school diploma or hold a General Education Degree (GED) certificate, Must have two years' experience as a public school secretary, or three years of general clerical/secretarial experience, or 15 hours of college credit with some business orientation or equivalent business school background.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

OTHER QUALIFICATIONS

Must take KISD typing test and have a minimum score of 40 wpm with 7 errors or less. In addition, must take an alphanumeric data entry test and have a minimum score of 7,000 kph with 7 errors or less.

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 frequently required to talk or hear. The employee is occasionally required to stand; walk; and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, and color vision.

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 occasionally exposed to moving mechanical parts. The noise level in the work environment is usually quiet.

Revised Date: June 9, 2021

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required.