



**STATE OF NEVADA**  
**Department of Administration**  
**Division of Human Resource Management**

**CLASS SPECIFICATION**

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
<b>PURCHASING TECHNICIAN III</b>	<b>29</b>	<b>F</b>	<b>7.311</b>
<b>PURCHASING TECHNICIAN II</b>	<b>27</b>	<b>F</b>	<b>7.319</b>
<b>PURCHASING TECHNICIAN I</b>	<b>25</b>	<b>F</b>	<b>7.320</b>

**SERIES CONCEPT**

Purchasing Technicians at all levels in the series perform technical and clerical duties in support of professional staff in the purchasing division of a large department, college or university. Incumbents prepare and process documents for the purchase, issuance and transfer of goods; issue, modify and monitor purchase orders and maintain records for the procurement of a wide variety of property, equipment, services, food, parts, materials and supplies; and expedite the flow of goods from vendor to user. Some positions function as generalists who perform a broad variety of duties while others specialize in a particular aspect of the purchasing process. When allocating positions, the class concepts should be reviewed carefully to determine the appropriate level.

Purchase a wide variety of property, equipment, services, forms, food, parts and supplies up to established monetary limits and designated purchasing authority; determine best price and availability of items; issue and modify purchase orders via an open-term contract or informal quote; verify the accuracy of coding and vendor information provided by requesting agency and resolve problems arising from inconsistencies or errors.

Maintain and monitor computerized record systems; distribute documentation to appropriate personnel and vendors; and ensure compliance with purchasing-related State statutes and regulations and departmental policies and procedures.

Prepare for bid and request for proposal (RFP) openings; complete legal advertisements and arrange for publication; verify receipt of proof of publication; maintain bid and RFP records in database systems which include vendor's name, bid price, terms, delivery and special conditions; and issue and post notification of award.

Identify inconsistencies or problems to expedite orders; contact vendors to resolve problems and arrange for delivery or return of items; answer technical questions from agency personnel and vendors regarding proper application of, and compliance with, purchasing-related laws, regulations, policies and procedures.

Maintain department or statewide fixed asset control records for high value property and equipment; issue identification tags for new fixed assets; record property movement or disposition; and issue fixed asset reports for inventory verification and control purposes.

Perform related duties as assigned.

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### CLASS CONCEPTS

**Purchasing Technician III:** Under general supervision, incumbents perform the full range of duties described in the series concept and either:

- 1) Supervise, train, and evaluate the performance of subordinate Purchasing Technicians and/or clerical staff involved in filling purchase requisitions and processing accounts payable and receivable documents; or
- 2) Perform the most complex technical purchasing activities for equipment, materials and services; and regularly develop and present computerized slide training programs to instruct staff on procurement and contract policies and procedures, year-end procedures and procurement software usage; develop complex, ad hoc reports which require compiling a wide variety of information from multiple programs; and evaluate report information to make recommendations to administration regarding consolidation of purchases or vendor changes.

**Purchasing Technician II:** Under general supervision, incumbents perform the full range of duties described in the series concept and oversee technical aspects of a variety of contracts; monitor contract expiration dates; survey end users to evaluate vendor performance; update mandatory requirements of assigned contracts such as Certificates of Insurance or business licenses; maintain and monitor contract and insurance database systems; ensure contract documents are signed by required approving authorities; approve requisitions and purchase orders for assigned contracts; and obtain the best price by securing informal quotes.

Purchasing Technician II's are distinguished from Purchasing Technician I's by a higher level of purchasing authority and responsibility for technical purchasing and contract duties that are more difficult in nature and require the interpretation and/or analysis of work assignments. Assignments involve problem solving and performance of technical duties within the framework of purchasing policies, procedures, requirements and applicable regulations. Initiative and judgment are required to determine the priority of assignments and to structure tasks to accomplish objectives within established schedules and timelines.

**Purchasing Technician I:** Under general supervision, incumbents issue and/or modify purchase orders from an approved request form; verify the accuracy of coding and vendor information provided by the agency; resolve routine problems arising from inconsistencies or errors; enter and retrieve purchasing data using computerized records systems; distribute documentation to appropriate personnel and vendors; answer routine inquiries from personnel and vendors regarding the application of purchasing-related regulations and departmental policies and procedures. At this level, the focus of the work is on processing purchasing documents within established administrative guidelines, regulations or instructions. Personal contacts are made to elicit, provide or exchange information that require explanations which are not abstract in nature.

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### MINIMUM QUALIFICATIONS

#### **PURCHASING TECHNICIAN III**

**EDUCATION AND EXPERIENCE:** Graduation from high school and two years of technical purchasing experience which included negotiating with vendors for the purchase of desired quality, warranty, price and delivery date of goods and service; and interpreting and applying complex purchasing related policies, procedures and regulations to answer inquiries from vendors and staff and to purchase a variety of equipment, materials and services; **OR** one year of experience as a Purchasing Technician II in Nevada State service; **OR** an equivalent combination of education and experience.

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### MINIMUM QUALIFICATIONS (cont'd)

#### PURCHASING TECHNICIAN III (cont'd)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

**Working knowledge of:** laws, regulations, policies and procedures related to the procurement of goods and services and use of open term contracts. **Ability to:** read and understand purchasing contracts, Certificates of Insurance and business licenses; receive and respond to complex inquiries related to purchasing issues such as technical specifications, contract terms and insurance requirements; interpret computer reports and data related to budgets and procurement of goods and services to identify inconsistencies, errors and/or problems; negotiate with vendors regarding desired quality, warranty, price and delivery date of goods and services; interpret, apply and explain complex laws, regulations, requirements, restrictions and standards to vendors and agency staff. **Skill in:** evaluating problems and making decisions involving the interpretation and application of purchasing procedures and regulations; resolving conflicts with vendors or staff related to the application of regulations, policies and procedures; *and all knowledge, skills and abilities required at the lower levels.*

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

**Working knowledge of:** applicable sections of the State Administrative Manual, NRS 333 and other laws regarding contracts and bids as applied to purchasing transactions, conformance to contract and/or bid specifications; State and/or university automated purchasing systems, and processing programs used to correct and verify purchasing transactions. **Ability to:** research and prepare specifications for the purchase of a variety of goods and services; research information from a variety of internal and external sources; work effectively as a team member.

#### PURCHASING TECHNICIAN II

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and three years of clerical experience which included one year of technical purchasing experience in applying standard policies and procedures to prepare and process requisitions, purchasing orders and invoices; interacting with vendors; and using computerized recordkeeping systems related to procurement, contract maintenance and purchase order tracking; **OR** one year of experience as a Purchasing Technician I in Nevada State service; **OR** an equivalent combination of education and experience.

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

**Working knowledge of:** principles, practices, policies and procedures used in the procurement of a variety of goods and services; computerized recordkeeping systems related to procurement, contract maintenance and purchase order tracking; technical terminology pertaining to the procurement of goods and services; use and processing of requisitions, purchase orders, invoices and related documents. **General knowledge of:** market value of a variety of items. **Ability to:** use reference manuals, catalogs, guides and other resource materials related to the procurement of goods and services; communicate with vendors and others regarding the price, availability, terms and delivery of goods and services; interpret and apply standard regulations, policies and procedures to specific problems and situations. **Skill in:** using a computer to maintain purchasing records and research contract or purchase information; *and all knowledge, skills and abilities required at the lower level.*

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

**Working knowledge of:** State and agency laws, regulations, policies and procedures related to the procurement of goods and services and open term contracts. **Ability to:** review and evaluate computer data related to management and maintenance of purchasing contracts.

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**MINIMUM QUALIFICATIONS (cont'd)**

**PURCHASING TECHNICIAN I**

**EDUCATION AND EXPERIENCE:** Graduation from high school or equivalent education and two years of clerical and/or administrative support experience which included maintaining records and/or files; preparing a variety of documents using spreadsheet, word processing and database computer programs; and assisting customers by responding to inquiries or gathering information; **OR** an equivalent combination of education and experience.

**ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):**

**Working knowledge of:** operation and use of word processing, database and spreadsheet computer programs; customer service techniques; recordkeeping techniques and methods. **Ability to:** read and understand documents and instructions written in standard English; write grammatically correct routine business correspondence; use appropriate vocabulary and grammar to obtain and relay specific information in person or on the telephone; enter and retrieve data from a computer; establish and maintain cooperative working relationships with others; communicate effectively with others; add, subtract, multiply and divide whole numbers, fractions and percentages. **Skill in:** using standard office equipment such as copiers, fax machines, calculators and telephones.

**FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):**  
*(These are identical to the Entry Level Knowledge, Skills and Abilities required for Purchasing Technician II.)*

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

	<u>7.311</u>	<u>7.319</u>	<u>7.320</u>
<b>ESTABLISHED:</b>	3/16/83R 10/28/83PC 1/24/84-3	4/4/75 5/4/83R 10/28/83PC	4/4/75 5/4/83R 10/28/83PC
<b>REVISED:</b>	12/19/85-12	12/19/85-12	12/19/85-12
<b>REVISED:</b>	7/1/93P 9/24/92PC	6/1/90R 7/6/90-3	6/1/90R 7/6/90-3
<b>REVISED:</b>		7/1/93P 9/24/92PC	7/1/93P 9/24/92PC
<b>REVISED:</b>	7/15/05PC	7/15/05PC	7/15/05PC
<b>REVISED:</b>	3/23/12R 6/28/12UC		