



# Orange County Head Start, Inc. CAREER OPPORTUNITY

## ***PURCHASING TECHNICIAN I***

Would you like to make difference in the lives of Orange County's most vulnerable children?

As a non-profit organization, Orange County Head Start, Inc. (OCHS) serves preschoolers, infants, toddlers, pregnant women and families throughout Orange County, including families on public assistance, children with disabilities, from homeless and foster families, and teen parents. OCHS's programs and services promote school readiness, early reading, science, mathematics, social skills and physical development. Through the additional support of comprehensive services, including health, nutrition, mental health and family partnership building, parents are empowered as leaders and advocates for their children's education, families' success, and betterment of the communities.

**Essential Job Duties:** Research and perform cost and value analysis of quotes, bids, etc. Process purchase requisitions and POs, vendor invoices, sales tax, verify pricing & terms meet conditions of agreement. File and maintain department records, such as: bids, COI, POs, packing lists, delivery receipts, etc. Order tracking; investigate problems/errors; expedite delayed/ misplaced shipments; resolve complaints. Investigate and respond to staff regarding PO questions, purchasing procedures, and documents. Maintain core product catalog with updates and changes to product detail and pricing in APS system. Maintain and replenish administration office central supplies. Prepare travel and conference reservations. Perform similar and incidental duties as required. Be organized and complete work in accordance with deadlines. Operate computer terminal, spreadsheet, database and word processing software; operate office equipment.

**Requirements:** Graduation from high school. Two or more years of purchasing support experience with good mathematical and logistical problem solving ability; fast-paced deadline driven environment; high aptitude for excellent customer service; Knowledge of purchasing procedures; materials, equipment, supplies and record keeping systems. Basic math skills including the ability to perform and understand basic percentages. Good oral and written communication skills.

We offer a salary range of \$17.50 to \$18.50 per hour and excellent benefits in addition to the opportunity to serve families and children in Orange County.

**Final filing date Friday, March 23, 2018 at 5:00 p.m.**

**Apply now to join our team!**

**Submit an application, resume and transcripts to:**

Orange County Head Start Inc.  
2501 S. Pullman Street, Suite 100  
Santa Ana, CA 92705

For further information and additional career opportunities, please visit the careers section on our website at [www.ochsinc.org](http://www.ochsinc.org) or call our Human Resources Department at 714-241-8920.  
Fax 949-596-8291

EOE

# ORANGE COUNTY HEAD START, INC.

AN EQUAL OPPORTUNITY EMPLOYER

# JOB DESCRIPTION

THIS JOB DESCRIPTION INDICATES THE MAJOR DUTIES REQUIRED, BUT DOES NOT INCLUDE ALL THE DUTIES AND QUALIFICATIONS REQUIRED OF AN EMPLOYEE

**JOB TITLE: *PURCHASING TECHNICIAN - I***

**JOB CODE:** \_\_\_\_\_ **Pay Grade F**

**EXEMPTION STATUS: NONEXEMPT**

## JOB PURPOSE SUMMARY

Under general supervision, prepares and processes pre-purchase authorizations and purchase orders; works with vendors to research, track and monitor the status of orders; types documents and maintains files.

## ESSENTIAL JOB DUTIES

- Process vendor invoices, verify price and terms meet conditions of agreements, prepare pre-purchase authorizations (PPAs).
- Ensure accuracy of vendor invoices, verifying pricing and terms meet conditions of agreement.
- Follow up on delivery confirmations with field and main office staff.
- File and maintain department records, such as: POs, packing lists, and receipts.
- Track status of orders; investigate problems or errors; expedite delayed or misplaced shipments; resolve complaints.
- Investigate and respond to staff regarding questions, orders, purchasing procedures, and documents.
- Maintain core product catalog with updates and changes to product detail and pricing.
- Perform similar and incidental duties as required.
- Be organized and complete work in accordance with deadlines.
- Operate a computer terminal and spreadsheet, database and word processing software.

## NON-ESSENTIAL JOB DUTIES

- Prepare and maintain miscellaneous paperwork for effective service delivery.
- Perform similar and incidental duties as required.

## JOB QUALIFICATIONS

**Education:** Graduation from high school.

**Experience:** Two or more years of purchasing support experience.

**Knowledge:** Knowledge of purchasing procedures; materials, equipment, and supplies used by OCHS; record keeping systems.

**Language Skills:** Good oral and written communication skills.

**Math Skills:** Basic math skills including the ability to perform and understand basic percentages.

**Other Skills:** Operate a computer terminal and spreadsheet, database and word processing software; operate office equipment.

**Reasoning Abilities:** Ability to solve problems and exercise sound judgment within policy guidelines.

**Other Abilities:** Organize and complete work in accordance with deadlines; maintain purchasing records and related databases; communicate effectively with staff, management, and vendors.

**Other Requirements:** Must have a valid California Driver License and proof of insurance.

**REPORTING RELATIONSHIPS**

Reports to the Purchasing and Contracts Manager.

**MAJOR BUSINESS/PROFESSIONAL CONTACTS**

Frequent contact with managers, supervisors, and employees, and vendors.

**WORKING AND ENVIRONMENTAL CONDITIONS**

Typically functions in an office environment.

**PHYSICAL DEMANDS**

Typically requires sitting for extended periods of time. May require extended periods of time working on a computer or talking on the telephone.

Date: \_\_\_\_\_ By: \_\_\_\_\_

Signature

\_\_\_\_\_  
Print Name

Revised: 1/14/14