



## 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:** High School Diploma or equivalent. Two or more years of purchasing support experience, excellent mathematical and logistical problem solving ability; ability to thrive in a 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 \$19.00 per hour and excellent benefits in addition to the opportunity to serve families and children in Orange County.

**Final filing date Friday, December 4, 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:** *PROGRAM SERVICE TECHNICIAN* **JOB CODE:**       F      

**EXEMPTION STATUS:** NON-EXEMPT

## JOB PURPOSE SUMMARY

Under general supervision, provides administrative and technical support for operations and delivery of services of the Multi-Disciplinary Teams in conjunction with other departments within the agency.

## ESSENTIAL JOB DUTIES

Perform various functions and duties within the Operations area such as, ordering supplies and equipment, maintaining records and budget data, preparing associated reports and assisting in the development and administration of service area policies and procedures.

Communicate and coordinate with department staff to compile and assemble status information related to operations for various meetings.

Create and maintain computerized databases, analyze data and prepare reports.

Assist with department activities such as setting up conference calls, staff meetings, and project schedules.

Responsible for coordinating payment of invoices and expense reports for department.

Accountable for ensuring the department has an adequate level of supplies, and that all equipment is maintained.

Responsible for input of data and production of department documents (e.g., letters, proposals, presentations, reports).

Provide administrative assistance to the Multidisciplinary Teams and Director of Operations as requested.

Perform additional assignments and duties as assigned by the Director of Operations and keep him/her informed on all operations issues.

## NON-ESSENTIAL JOB DUTIES

Perform similar and incidental duties as required.

## JOB QUALIFICATIONS

**Education:** High School diploma or equivalent required.

**Experience:** Requires a minimum of two years administrative experience in an office environment, including experience with office equipment such as printers, copiers, and fax machines. Experience with ordering, and maintaining supplies for a department.

**Knowledge:** Knowledge of Head Start Performance Standards.

**Language Skills:** Oral and written fluency in English. Oral and written fluency in English and Spanish is preferred.

**Math Skills:** Basic math skills required.

**Technical Skills:** Ability to type 40 wpm. Proven skills in MS Word, Excel, Outlook and PowerPoint at an intermediate level. Must have intermediate data entry skills.

**Reasoning Abilities:** Ability to reason and problem-solve. Ability to maintain confidentiality when necessary.

**Other Abilities:** Ability to work in a team environment. Must have strong oral, written and interpersonal communication skills. Must be detail oriented and adaptable to change. Ability to manage workload and complete projects on time with

minimal supervision. Excellent organizational skills and ability to initiate, plan and organize multiple projects successfully. Successfully comply with the provisions of Senate Bill 933 and Orange County Head Start's requirements relative to fingerprinting and criminal background checks.

**REPORTING RELATIONSHIPS**

Reports to the Division Director of Program Services.

**MAJOR BUSINESS/PROFESSIONAL CONTACTS**

Must work cooperatively with entire staff, visitors and OCHS children and families.

**WORKING AND ENVIRONMENTAL CONDITIONS**

Typically functions in an office environment, as well as periodic offsite trainings.

**PHYSICAL DEMANDS**

Typically requires sitting for periods of time or sitting in front of a computer.

PRINT NAME \_\_\_\_\_ DATE: \_\_\_\_\_

SIGNATURE \_\_\_\_\_