

SENIOR BUSINESS SERVICES TECHNICIAN

DEFINITION

Performs complex technical work applying codes and policies in the operation of various high-dollar amount business services, including the following: purchasing, budgeting, account payables, contracts and risk management.

SUPERVISION RECEIVED AND EXERCISED

Supervision is received by the Manager of Business Services.

Provides work direction to lower-level staff. Supervision is exercised over student workers.

EXAMPLES OF DUTIES

Exercises delegated authority to make purchases in compliance with various legal requirements governing school district purchasing.

Performs the complete purchasing cycle including preparation of specifications, and processing and follow-up of bids, purchase orders, and requisitions.

Ensures correct terminology and specifications are utilized in acquisition of equipment/supplies.

Researches and analyzes new products and/or potential sources of supply to determine the validity of existing specifications and other associated data for such products.

Analyzes requirements and researches the utilization of items to develop complex bid specifications for equipment, materials or supplies.

Maintains knowledge of current market conditions, new products and trends.

Acts as technical advisor to college staff on purchase matters in regards to department needs and specifications.

Monitors all transactions in the Oracle on-line purchasing system, including conducting budget validation and coordinating with the accounts payable department, troubleshoots transactions as necessary.

Participates in the administration of the purchase order process.

Maintains and tracks district contract documents.

Selects, trains, evaluates and maintains schedules of student workers.

May perform a full range of duties which include: interviewing, selecting, scheduling, training, assigning work, providing work direction, approving time sheets and evaluating student workers.

May perform lower-level duties as needed.

Performs related work as required.

QUALIFICATIONS

Knowledge of:

Principles, methods and software systems for ordering and buying of supplies, materials, equipment, and services.

General procedures involved in obtaining formal and telephone bids.

Legal requirements of College District purchasing.

Spreadsheet and database software.

Ability to:

Research, analyze and interpret a variety of data and make appropriate recommendations.

Interpret, apply and explain rules, regulations, policies and procedures.

Devise improvements in financial and general administrative procedures.

Prepare clear and concise purchase specifications.

Compile and maintain accurate and complete records and/or reports.

Interview, train, and provide work direction to student workers.

Communicate effectively in person and via telephone with vendors, District staff, and others, to maintain a cooperative and effective relationship.

Coordinate simultaneous projects.

EMPLOYMENT STANDARDS

Minimum Qualifications:

Bachelor's degree from an accredited college with coursework in Business Administration, Accounting or a related field from an accredited college or university.

AND

Three years of increasingly responsible experience with contracts or purchasing, including proficiency in spreadsheet and database applications.

Desirable:

Prior experience in an area of technical purchasing expertise, for example furniture, technology or equipment purchases.

Experience in a governmental agency.

Experience with an Enterprise Resource Planning (ERP) system (Oracle).