



## COUNTY OF NYE

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### **CLASS TITLE: PURCHASING TECHNICIAN II**

#### **BASIC FUNCTION:**

Under general supervision performs technical and office support related to purchasing, contracting and expediting activities for the purchase of a variety of materials, supplies, equipment and services for use by all County departments per NRS and purchasing policy.

**REPRESENTATIVE DUTIES:** *(Performance of these functions is the reason the job exists. Assigned job tasks/duties are not limited to the representative duties).*

1. May perform the duties of the Purchasing Technician I; and
2. Reviews requisitions and requests for purchase to determine the types of materials, supplies, equipment or services required; ensures that such requests are complete and accurate and that proper authorization has been obtained.
3. Orders materials and supplies from established sources of supply; obtains verbal or responsible bidder that can meet quality and delivery requirements.
4. Provides information to vendors and County departments regarding County and related public purchasing procedures and requirements.
5. Follows-up on purchase orders to determine delivery times and clarify back-orders; provides such information to ordering departments to ensure that County staff receives materials and supplies of appropriate quality and quantity in a timely manner.
6. Resolves purchase order, invoicing and delivery complaints in a timely manner.
7. Prepares purchase orders, bid documentation, specifications, correspondence and various purchase documentation; distributes materials to vendors as required.
8. Maintain accurate records and files of purchase requisitions, bid documentation and related material.
9. Prepares, evaluates, and makes recommendation of award to the Board of County commissioners on competitive formal bids and requests for proposals with supervision of the Purchasing and Contracts Administrator.
10. Places advertisements for request for proposals.

11. Establishes good relations with suppliers and contractors; maintains product and service information on suppliers.

**EDUCATION AND EXPERIENCE:**

Any combination of training, education, and experience that would provide the required knowledge and abilities. A typical way to gain the required knowledge and ability is: Any combination equivalent to: graduation from high school or successful completion of a GED or high school proficiency exam; and two (2) years of general office experience.

**LICENSES:**

Nevada Drivers License

**WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:**

May oversee the work of subordinate staff

**CONTACTS:**

Supervisor, co-workers, County Staff from various offices, outside vendors.

**PHYSICAL EFFORT:**

The physical and mental requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

Normal office environment including use of standard office equipment, vision to read printed material and hearing and speech to communicate in person or over the telephone.

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and individuals who have been offered employment are encouraged to discuss potential accommodations with the employer.

**WORKING CONDITIONS:**

Work is performed under the following conditions: Normal office environment.