

# Farmersville Unified School District

## JOB TITLE: PERSONNEL/PURCHASING TECHNICIAN

### JOB DESCRIPTION

#### **General Description:**

Under the supervision of the Superintendent or designee, performs wide variety of data input and clerical duties of above average difficulty. With speed and accuracy performs data entry into personnel database and purchasing program in computer system. Provides technically complex information and assistance to principals, budget managers and prospective and newly hired employees. Because this position handles confidential employee-employer relations issue, it is considered a Confidential/ Management position.

#### **Example of Essential Duties and Responsibilities:**

*Personnel:* Performs recruitment activities, including developing a circulation job announcements, placing newspaper advertising, distributing and receiving job applications; may conduct testing; may schedule interviews; fingerprints new employees and submits for criminal justice clearance; completes personnel action information for Board approval; prepares, processes and inputs every employee into the computerized personnel database; verifies pay rate, salary step and class; verifies right to work and TB clearance; conducts new employee orientation, explains insurance, retirement and other benefits to new employees and assists them in proper completion of necessary forms; makes employee identification badges; maintains employee files and ensures confidentiality; maintains seniority lists for all bargaining units; may provide information for negotiation sessions; prepares employee contracts; maintains statistical records and interacts with budget and payroll personnel to insure accuracy of payroll information; composes routine letters and memos independently; establishes and maintains a variety of files and records which contain confidential materials; sends letter regarding Family Medical Leave Act and sick leave balances; tracks evaluations and sends reminder notices to principals and supervisors; insures that all bulletins, announcements, notices and related documents are assembled, mailed, posted and distributed in an appropriate and timely manner; performs a variety of technical work using a variety of software programs; performs other duties as assigned.

*Purchasing:* Accurately inputs purchase order requisitions into computerized purchase order system; obtains appropriate signatures on requisitions and purchase orders; distributes purchase orders and files office copy; responds to vendors' requests for information; verifies budget balances; interprets policies and procedures for purchasing; provides assistance; orders, receives, stores and issues equipment, supplies and other materials; following administrative approval, independently makes arrangements for staff members and others to attend conferences, workshops, inservice trainin; maintains district-wide inventory in Excel and updates monthly; may conduct physical inventory annually; insures that equipment is labeled according to District policy; receives equipment and insures that it conforms to purchase orders; performs a variety of technical work using a variety of software programs; performs other duties as assigned.

#### **Qualifications**

##### *Education and Experience:*

- AA degree with course work in personnel, computers, accounting, and business procedures or other areas which will provide the background necessary to perform the duties of the position.
- One year of responsible work in computerized personnel record management, personnel, public relations, or purchasing, preferably in a school district setting.

Or

- High School diploma or equivalent supplemented by formalized training or course work including personnel, computer, accounting, and business procedures which will provide the background necessary to perform the duties of this position.
- Four years of increasingly more responsible work in computerized personnel record management, personnel, public relations, or purchasing, preferably in a school district setting.

*Knowledge of:*

- Modern office methods, procedures and techniques, record keeping systems, telephone etiquette
- Technical writing skills sufficient to independently compose and prepare complex letters reports and memoranda using appropriate format, spelling and proper English grammar.
- Mathematics skills sufficient to accurately add, subtract, multiply and divide by whole and fractional numbers.

*Ability to:*

- Type or perform data entry at a net corrected speed of 50 words per minute
- Carry out oral and written directions
- Learn, interpret and carry out District personnel and purchasing rules, regulations, laws and policies.
- Use computer applications, including word processing, spreadsheets, databases, Minisoft, SACS
- Compile and maintain accurate and complete records and reports.
- Maintain confidentiality.
- Effectively communicate purchasing complexities and personnel requirements to staff and others.
- Sit, stand, bend, stoop, kneel, perform grasping and handling motions on a continuous basis; adequate sight or corrected vision for the purpose of reading instructions and printed or written material; hear and speak to communicate to coworkers, students, and the public; dexterity of the hands and fingers to operate computer equipment and office equipment .
- Maintain effective and professional relationships with administrators, staff, students, vendors and outside agencies
- Work with minimum of supervision.

*Licenses, Certifications and/ or Testing*

- Valid California Driver's Licence.
- Criminal justice fingerprint clearance
- TB test clearance.
- Must pass District Proficiency Test
- Must provide evidence of Typing speed.

Approved by the Board: April 13, 1999