

# Maine Maritime Academy



## Purchasing Technician

### POSITION OVERVIEW

Reporting to the Sr. Purchasing Specialist, this employee performs a wide variety of procurement related tasks and administrative duties. Employee exercises judgment and initiative within a well-defined set of pre-established parameters. Employee must be able to work independently and in a team environment. Duties require frequent external and internal contacts. Frequent verbal and written communication is required, as is interpretation and explanation of policies and procedures.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Prepares purchase orders and places orders with vendors; prepares requests for quotation, bid, and/or proposals, reviews submissions, selects vendors, and awards contracts.
- Processes receiving data, credits and invoices for payment and general ledger posting.
- Responsible for Academy records as assigned, including but not limited to insurance certificates for contractors, vendor files, and all purchasing, receiving, and invoicing records.
- Assists in the disposal of excess Academy equipment per proper procedures as necessary.
- Works collaboratively with receiving personnel in the Facilities Department to ensure proper recording of shipments on necessary paperwork.
- Participates in yearly financial audit as needed.
- Reconciles open purchase orders in system to ensure proper commitments are maintained for proper budgeting procedures.
- Closes all open purchase orders at fiscal year-end and reopens those as new purchase orders in the system to ensure the proper commitment process in the system.
- Ensures that purchasing procedures follow State OPEGA rules and forwards to attention of supervisor any concerns in this area.
- Trains all Academy personnel on the purchasing policy and OPEGA rules as needed.
- Coordinates all travel arrangements, including the scheduling of vans and buses as needed for approved travel. Ensures that all travel is coded correctly so that travel, meals, and entertainment expenses are separated per OPEGA regulations.
- Maintains filing systems and detailed records.
- May process confidential information.
- Screens calls, visitors, and mail.
- Composes and signs correspondence as necessary.
- Schedules meetings, conferences, and travel for department as necessary.
- Regular attendance is required.
- Performs other duties as assigned.

## **REQUIREMENTS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the education and experience required.

- Associate's degree or equivalent from two-year College or technical school; or six months to one year related experience and/or training; or equivalent combination of education and experience.
- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations (OPEGA procedures).
- Ability to write reports, business correspondence, and procedure manuals.
- Ability to effectively present information and respond to questions from groups of managers, employees, and the general public.
- Experience processing documentation within designated time-frames to meet deadlines.

## **SKILLS**

- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Must be proficient in Microsoft Office especially Excel, able to learn Great Plains, and be familiar with report writing from a financial system.
- Must be able to work independently in a fast-paced work environment with multiple interruptions.

## **SPECIAL CONDITIONS**

This position requires a Background Check. MMA reserves the right to make employment contingent upon successful completion of Background Check.

## **WORKING CONDITIONS**

- Sitting/computer keyboard manipulation/computer screen
- Must be able to visually inspect work and generate own work on computer
- Close office setting

Job Title: Purchasing Technician

Job Code: 2492

Wage Grade: 14

Total Points: 370

	<u>Factor</u>	<u>Degree</u>	<u>Points</u>
1	Knowledge and Skill	5	180
2	Effort		
	I. Mental and Visual Effort	4	32
	II. Physical Effort	1	10
3	Responsibility for Cost Control	5	40
4	Responsibility for Others		
	I. Injury to Others	1	8
	II. Supervisory Responsibility	1	8
	III. Sensitive Information and Records	5	40
5	Working Conditions	2	20
6	Responsibility for External and Internal Relations	4	32

Date of last reclassification 04/2016