

**Arkansas Department of Career Education**

**PURCHASING TECHNICIAN Job Vacancy Announcement**

**Recruitment Period: September 21, 2016 through October 4, 2016**

**Position Number: 2208180597 Class Code: V022C Grade: C112**

**Entry Level Salary: \$25,268.00**

The Arkansas Career Training Institute (ACTI) is recruiting for a/an PURCHASING TECHNICIAN position. The Purchasing Technician is responsible for performing a variety of purchasing duties and provides technical assistance related to purchasing procedures and software systems. This position is governed by state and federal laws and agency/institution policy. This position is located at ACTI in the Finance Department, 105 Reserve Ave, Hot Springs, Arkansas 71901.

Thoroughly read the attached PURCHASING TECHNICIAN Functional Job Description for qualification requirements, job duties, and responsibilities. This job vacancy is posted on the Arkansas State Jobs website.

**Employment Application Procedure**

Apply online through the Arkansas State Jobs website at [www.arstatejobs.com](http://www.arstatejobs.com). Upload your current resume with your employment application. Each candidate is expected to respond to the position-relevant questions that are posted near the end of the electronic employment application. The hearing impaired may telephone the ADA Relay System at 1-800-285-1131.

Applications and resumes are subject to inspection under the Arkansas Freedom of Information Act. Applications and resumes must be posted on the Arkansas State Jobs website by 11:59 p.m., October 4, 2016.

The Arkansas Career Training Institute is an Equal Opportunity Employer. We do not discriminate on the basis of race, religion, color, sex, age, national origin, disability, or political affiliation. Qualified applicants with disabilities may request reasonable accommodation needed to participate in our application process.

## **Arkansas Department of Career Education**

### **PURCHASING TECHNICIAN Functional Job Description**

**Position Number: 2208180597 Class Code: V022C Grade: C112**

#### **Position Summary**

The Purchasing Technician is responsible for performing a variety of purchasing duties and provides technical assistance related to purchasing procedures and software systems. This position is governed by state and federal laws and agency/institution policy.

#### **Education and Professional Work Experience**

The formal education of a high school diploma; plus two years of purchasing related experience. Additional requirements determined by the agency for recruiting purposes require review and approval by the Office of Personnel Management. OTHER JOB RELATED EDUCATION AND/OR EXPERIENCE MAY BE SUBSTITUTED FOR ALL OR PART OF THESE BASIC REQUIREMENTS, EXCEPT FOR CERTIFICATION OR LICENSURE REQUIREMENTS, UPON APPROVAL OF THE QUALIFICATIONS REVIEW COMMITTEE.

#### **Job Duties and Responsibilities**

Receives requisitions and reviews for completion and enters vendor number on requisition or assigns new vendor number. Determines which requisitions require a purchase order, contacts vendors for product availability and price, and assigns or secures purchase order number. Maintains vendor files and updates data as needed. Processes invoices and receives reports. Communicates with accounts payable to ensure proper payment of invoices. Provides technical customer service support to other departments and employees regarding purchasing and the purchasing system software. Conducts data entry into complex databases and systems and develops queries to gather information and prepare reports. May be responsible for entry of time records, payroll related documents, purchase orders, personnel action forms, budget documents, labor distribution reports, or any other procedural forms. May be assigned various accounting duties, or tasks related to accounting. May assist in preparing competitive bids. Performs other duties as assigned.

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**Job Duties and Responsibilities continued**

Processes RFP's submitted by the ACTI Vocational Training Areas, which includes the areas of Administration, Auto Technology, Auto Collision, Pharmacy Tech, Construction Tech, Business Education, Health Informatics, Cosmetology, Culinary Arts, Printing, Welding, and Certified Nursing Assistant, for their general and classroom supplies. Reviews the RFP for: the appropriate Cost Center and Internal Order; an appropriate justification; a quote that provides the specifications for the item to be purchased; other pertinent information based on the type of purchase (e.g., contract, State Statute governing the purchase, Office of State Procurement (OSP) approved Sole Source letter, etc.); and the appropriate authorization signatures based for the total amount of the purchase as defined in ACTI's current Procurement Procedures policy.

Evaluates the RFP to determine if the price quote appears to be the best price and quality based on the item being purchased when the purchase is for a significant amount or an atypical purchase. Obtains quotes from two (2) additional vendors to ensure the State is getting the best quality and price on the item being purchased before deciding on the vendor to use to purchase the item requested. Documents all of the information provided by each vendor that submitted a quote on the Bid Form. Selects the lowest bidder that meets the required specifications of the item being purchased.

Prepares a PO in AASIS based the purchases requested on the RFP after all of the documentation has been reviewed and determined to include all required documentation and justifications and the appropriate approvals based on the total dollar amount of the total purchase. Enters the items from the RFP into the PO in AASIS, which consist of the unit price, amount ordered, AASIS Material number, AASIS description, Cost Center, Internal Order number, G/L code, appropriate Tax code, and Item description. Attaches the RFP and all supporting documentation submitted with the RFP to the PO in AASIS. Prints the PO and emails it to the vendor and the area that requested the purchase. Attaches a copy of the PO to the RFP and the supporting documentation. Maintains an open PO file for PO's that have been sent to the vendor, but the goods/services have not been received.

Advises the ordering section when the items from the PO have been received. Receives the items delivered. Reconciles the items received to the items ordered on the PO. Documents the reconciliation by putting a check mark next the item received on the PO or Packing Slip and signs and dates the PO or Packing Slip to indicate who verified the items that were received.

Verifies that the invoice is signed and dated by the section that received the goods to confirm the goods shown on the invoice were received. Verifies that the invoice is in agreement with the PO and the prices shown on the quote. Confirms that applicable credits and taxes are correct. Attaches the invoice to the PO in AASIS. Transmits the reviewed invoice to the ACTI Finance Office to be processed for payment in AASIS.

Maintains Vender files which contain originals of all RFP's, quotes, bid documentation, justification letters, invoices, contracts, and any additional documentation that pertains to the purchase from the time the RFP is received through closing out the PO.

Requests a W-9 from a vendor when it is the first time the vendor has done business with the State. Transmits the W-9 to ACTI's liaison with the OSP so that the vendor can be set up in AASIS. Requests an updated W-9 from an existing vendor when it's discovered that the vendor has a new mailing address or remittance address. Advises the vendor that until the updated information is received and entered into AASIS that a PO to purchase goods/services from them cannot be processed.

Contacts vendors to request a corrected invoice when the invoice does not agree with the PO and quote. Contacts vendors to get product information on a commodity that ACTI hasn't purchased previously. Contacts vendors to get information regarding a product that ACTI is considering purchasing. Contacts vendors when an item is received that is defective or damaged. Obtains a credit or replacement of items that were damaged or defective.

Provides guidance to Sections on how to fill out an RFP, Bid Form, and various other ACTI purchasing forms. Assists Sections by researching items being requested to make sure the item meets their needs. Answers questions from Sections regarding purchasing policies and laws.

Attends continuing education classes to ensure they are aware of any changes in government purchasing. Attends OSP Forums to ensure they are aware of any changes in State laws, OSP guidelines, and procedures involving the various types of contracts, forms, and reporting requirements.