

# Rocklin Unified School District

2615 Sierra Meadows Drive, Rocklin, CA 95677  
(916) 624-2428 / [www.rocklin.k12.ca.us](http://www.rocklin.k12.ca.us)



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## Job Description

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<b>POSITION TITLE:</b>	Technician II – Purchasing, Business Services
<b>SALARY PLACEMENT:</b>	Confidential Employee Salary Schedule

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### SUMMARY:

Under the supervision of the Purchasing and Contract Services Manager is responsible for performing and providing direction in a variety of accounting and budgeting applications including reviewing and processing purchase requisitions; compiling and maintaining data; preparing, maintaining, and processing financial records, journals and reports, in accord with Board Policy, Administrative Regulation, and State Accounting Manual parameters. Performs a variety of support services and coordination of District purchasing and contract functions.

### SUPERVISOR:

This position reports directly to the Purchasing and Contract Services Manager.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

The essential duties and responsibilities for this position include, but are not limited to, the following:

1. Creates and prepares spreadsheets to assist with financial analysis
2. Analyzes a variety of processes (e.g. bids, feasibility studies, etc.)
3. Assists in developing bid specifications and conferring with staff and administration regarding product needs for the purpose of securing the best product for the best price
4. Conducts inquiries (e.g. vendors, other school districts, County Office of Education, etc.) to develop best sources of supply / equipment / services
5. Confers with a variety of vendors for the purpose of identifying product availability, costs, quality, bid quotation, delivery dates and product/delivery problems
6. Compiles bid documents including assisting in development of bid specifications
7. Coordinates a variety of activities (maintenance contracts, sale of surplus and obsolete equipment and supplies, year-end closing, etc.)
8. Monitors purchasing functions (e.g. purchase orders, contracts, bids and budgetary expenditures; deliveries, etc.) for the purpose of ensuring compliance with established purchasing procedures
9. Reconciles and verifies complex accounting and statistical records
10. Receives, prepares and processes vendor requisitions and change orders in accord with District policy and contracts
11. Processes documents and materials (e.g. purchase orders, quotes, etc.)
12. Prepares written materials (e.g. letters, memoranda, reports, drafts and documents related to bidding and purchasing supplies, statistical reports, etc.)
13. Verifies receipt of service and/or product in accord with purchase contract
14. Organizes, prepares and maintains comprehensive vendor payment records in accord with District and County guidelines
15. Provides training and support to district staff on financial software systems, purchasing and fixed asset inventory procedures, and proper account coding and other assigned functions
16. Develops or assists in the development of improved purchasing, fixed asset management, procedures and reporting systems
17. Maintains district-wide computerized fixed asset inventory system
18. Responds to inquiries from various internal and external sources for the purpose of providing information, direction and/or appropriate referrals
19. Participates in meetings, workshops and seminars for the purpose of conveying and/or gathering information required to perform functions
20. Prepares, organizes and reconciles accounting, budget records and reports
21. Prepares and processes State and Federal reports as required
22. Maintains filing and record systems, including updating vendor records

- 23. Assists other business office staff
- 24. Other duties as assigned

**EMPLOYMENT STANDARDS:**

Knowledge of:

- Purchasing policies, practices, and terminology
- Office management principles, methods, and procedures
- Relevant State and Federal laws, regulations and procedures
- Accounting and computer terminology
- Computer applications, particularly electronic spreadsheet and database

Ability to:

- Effectively utilize standard computer applications and business office equipment
- Display knowledge and understanding of accounting and auditing standards
- Plan and establish priorities and simultaneously perform a variety of complex accounting and budgeting activities
- Communicate effectively with a diverse base of individuals
- Work efficiently under stringent time deadlines
- Prepare and present clear and concise reports
- Learn the Standardized Account Code Structure (SACS) of the District
- Understand and carry out required work assignments without immediate supervision
- Understand and carry out oral and written directions
- Perform double entry bookkeeping and accounting
- Perform complex arithmetical calculations with speed and accuracy
- Establish and maintain cooperative working relationships and communicate effectively with those contacted in the performance of required duties

**EDUCATION:**

Combination of education and training equivalent to two years of college with focus in accounting, record keeping, and computer application principles and practices.

**EXPERIENCE:**

Three years of increasingly responsible technical accounting experience.

**SPECIAL LICENSE:**

Valid California Driver's License

**REQUIRED TESTING:**

Must pass appropriate skills test for this position with a grade of 80 percent or better.

**DESCRIPTION OF PHYSICAL REQUIREMENTS:**

Medical Category I:

1. Position requires normal physical strength and endurance for standing, sitting, bending, or walking.
2. Work assignments are normally located in a work environment with light physical work and requires light physical effort.
3. Lifting 25 pounds maximum or carrying any object weighing over 15 pounds.

Adopted: August 4, 2021

The Rocklin Unified School District is committed to equal opportunity for all individuals. District programs, activities and services shall be free from unlawful discrimination, harassment, intimidation, and/or bullying based on actual or perceived characteristics of race, color, ancestry, nationality, immigration status, age, ethnicity, religion, marital status, medical information, mental or physical disability, sex, sexual orientation, gender, gender identity, gender expression, genetic information, or any other legally protected status or association with a person or group with one or more of these actual or perceived characteristics. For inquiries/complaints, contact our Associate Superintendent of Secondary Education and Educational Services or Director of Personnel Services at (916) 624-2428 or by email at [titleixcoordinator@rocklinusd.org](mailto:titleixcoordinator@rocklinusd.org).

The Rocklin Unified School District maintains a tobacco-free, drug-free environment.