

Specification for Class of

SUPPLY CONTROL TECHNICIAN

Abolished Effective July 1, 2007

Definition: Performs the full range of technical duties under the supervision of the individual responsible for the purchasing of supplies, materials and equipment for an agency, institution, major subdivision, or major operating location of an agency. Supervises and/or participates in purchasing control, maintaining inventory levels, contract and invoice billing, and correspondence work connected with tracing and expediting orders.

Distinguishing Characteristics: Positions at this level support an individual responsible for the purchasing of supplies, materials, and equipment for an agency, institution, major subdivision, or major operating location of an agency, by handling the purely technical aspects of purchasing and inventory control.

Typical Work

Receives field and/or office requests for purchases; contacts originators for clarification of such orders or to suggest alternate action;

Processes or supervises the processing of proper procurement documents; checks for acceptable authority to buy and the correctness of unit prices;

Coordinates efforts with the Division of Purchasing when required;

Contacts vendors about short or erroneously filled shipments received or for information concerning invoicing;

Contacts carriers to locate goods enroute or discusses the disposition of damaged goods received or any questions on billings;

May keep inventory control records on tagged items and/or expendable items;

Maintains current file of approved vendors, contracts, agreements and catalogues;

Performs other related work as required.

Knowledge and Abilities

Knowledge of: supply and equipment procurement, control and accountability; business arithmetic; large scale stock control; inventory records, both machine and manual.

Ability to: write clearly defined business correspondence; handle telephone conversations effectively; deal tactfully with State employees and business representatives .

Minimum Qualifications

A Bachelor's degree in business administration or related field.

Experience in purchasing of supplies, materials and equipment may be substituted, year for year, for education.

New Class

Effective December 6, 1971

Revised January 11, 1973

Revises class code number

Revised January 16, 1976

Revises definition and distinguishing characteristics