THE POSITION
Performs paraprofessional level administrative support responsible for performing standard purchasing activities and providing support to purchasing staff.

FLSA STATUS: Non-Exempt

Working Conditions: May work shifts on days, evenings, weekends, and holidays.

REQUIREMENTS
Education and Work Experience: Equivalent to two (2) years of college-level coursework and three (3) years of full-time administrative support experience, including (1) year of experience in purchasing.

Licenses and Certifications: Must possess and maintain a valid Class C Driver’s License at the time of appointment.

Background Investigation: Employment with the Regional Transportation Commission in this position is contingent upon successful completion of a comprehensive background investigation, including qualifying education/experience verification, social security trace, criminal history records review, and driving history records check.

Required Forms:
1. RTC Application On-Line Profile: Follow all the instructions on the application to include any education and experience that would qualify you for this position.

Only the most qualified candidates will be invited to participate in the examination process. Candidates should ensure that they highlight any of the following professional experience they possess on their resumes:

- Ability to compose correspondence, reports, technical specifications, memoranda, and other written materials or documentation
- Ability to proofread, organize, and set priorities
- Demonstrated experience in document control to include maintaining files and records
- Ability to navigate purchasing software to carry out purchase requisitions and change orders
- Demonstrated experience applying NRS 332 and NRS 338

PHYSICAL DEMANDS
Physical ability to perform office and related work, including operating computers and office machinery; stamina to sit for extended periods of time; strength to lift and maneuver materials weighing up to 25 pounds; vision to read printed materials; hearing and speech to communicate in person or over the telephone. Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

EXAMPLE OF DUTIES
Reviews requisitions and ensures that such requests are complete and that proper authorization has been obtained. Processes purchase requisitions for all using departments. Provides technical support to using departments on purchasing requisition software. Tracks and maintains certificates of insurance for all contractors or vendors with active contracts/purchase orders. Maintains ITS database. Maintains database with all required documents and manages all notifications provided to using departments in order to alert staff of contract end/renewal dates. Maintains metrics to track department’s workload as directed by the manager. Tracks and maintains easement files. Validates and processes Par-Up, Par-Down and Add-Line requests to existing FY and/or multi-year purchase orders. Distributes purchase orders and change orders to vendor contact, project manager, and purchasing team. Assigns active contracts to Schedules 31 and 32 for current fiscal year budget annually in Q1. Manages share drive project folders (current and historical) to ensure the department has complete and accurate records. Adds and edits vendors in purchasing database while maintaining a purchasing vendor file database. Revises agenda items in preparation for the agenda team deadline post departmental review meeting. Carries out Contract Express duties. Completes No Cost Time Extensions for all using departments. Uploads documents into agenda software for agenda team’s use beginning January 2023. Facilitates a team deadline post departmental review meeting.

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT: http://www.rtcsnv.com

RTC OF SOUTHERN NEVADA
Department of Purchasing
600 S. Grand Central Pkwy, Ste. 350
Las Vegas, NV 89106

Purchasing Technician

SALARY
$53,643.20 Annually

*Although there is a salary range for this position, the candidate hired into this position will be hired at the bottom of the salary range.*

THIS RECRUITMENT WILL BE USED TO ESTABLISH AN OPEN COMPETITIVE AND PROMOTIONAL ELIGIBILITY LIST THAT MAY BE USED TO FILL FUTURE VACANCIES OCCURRING IN THIS CLASSIFICATION FOR A MINIMUM PERIOD OF SIX (6) MONTHS. ALL COMMUNICATION WITH APPLICANTS WILL BE VIA EMAIL. APPLICANTS MUST PROVIDE A CURRENT AND VALID EMAIL ADDRESS

OPENING DATE: 11/15/2022

CLOSING DATE: 12/12/2022

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:
https://www.governmentjobs.com/careers/rtc

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