



Mission: Helping people, changing lives and making our community a better place to live by providing resources and services that inspire personal growth and independence.

Vision: CAPMC will be recognized as a premier social service agency that eliminates the effects of poverty by helping people obtain knowledge and skills to achieve self-reliance and economic stability... one lift at a time.

*Come & Consider Joining Our Team*

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## Community Action Partnership of Madera County

**Title:** Program Technician - Purchase

**Location:** Madera, California

**Types:** Full-time; 12 months annually

**Compensation:** Starting pay at \$17.29 per hour; medical/dental/vision/life, Employee Assistant Program, 403(b) retirement plan

CAPMC is seeking a strategic and creative person to be responsible for performing the necessary duties to assist in the planning and implementation of a comprehensive system in purchasing of supplies, materials and equipment.

This individual must have the ability to:

- Operate a 10-key, copy machine, and other office machinery, computer software inclusive of Microsoft Word, Excel, and Outlook.
- Create reports, graphs, and spreadsheets as needed for reporting purposes.
- Demonstrate sensitivity to the cultural / ethnic diversity of the service populations and to be sensitive to the needs of low-income families and children.
- Manually operate program equipment and machinery, such as the Agency's computers, copy machines, and White Fleet.
- Effectively communicate with staff, customers and agency/business representatives.
- Possess interpersonal, problem solving, and organizational skills.
- Manage time effectively and meet deadlines.
- Sustain cooperative relationships with those contacted in course of work.
- Follow work schedule as well as written and oral instructions.
- Establish and maintain cooperative working relationships with vendors.

This individual will demonstrate to possess the knowledge of:

- Early childhood growth and development principles.
- Transportation safety practices.
- Emergency / accident responding procedures.
- Computer applications; i.e., Microsoft Office products (inclusive of Word, Excel, Power Point, Outlook, Publisher, Access)
- Principles of data processing and record keeping skills.
- Basic business math.
- Basic knowledge of CPR and First Aid.

### Requirements/Qualifications:

- Associate's Degree in business administration or related field and 1 year of increasingly responsible experience in a clerical or secretarial field;
- OR**
- High School Diploma or GED and 2 years of increasingly responsible experience in a clerical or secretarial field.
- Ensures a minimum of 15 hours of professional growth hours are completed and documented annually.
- Has a valid California Driver License

General Physical Requirements:

- Exerting up to 15 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
- Able to maintain regular, punctual attendance consistent with the Americans with Disabilities Act (ADA), Family Medical Leave Act (FMLA), California Family Rights Act (CFRA) and other federal, state and local standards.
- Able to perform the essential job functions consistent with the ADA, FMLA, CFRA and other federal, state and local standards.

**Apply:** visit [www.maderacap.org](http://www.maderacap.org) and submit [an application](#) to [employment@maderacap.org](mailto:employment@maderacap.org)

Appointment will be contingent upon passing a pre-employment alcohol and drug screen, fingerprint clearance, and reference checks, pre-employment physical, immunization requirement, COVID-19 vaccine mandates, and TB test is required for Head Start funded positions.

**Affirmative Action / Equal Employment Opportunity / Drug Free Employer**