

POSITION DESCRIPTION

POSITION TITLE	Purchasing Officer		
WORKING TITLE	Supply Clerk		
SCHOOL/DEPARTMENT	PCS Maintenance		
LOCATION	Maintenance		
PAY GRADE	63	FLSA STATUS	
REPORTS TO	Chief Operations Officer		
WORK WEEK SCHEDULE	Monday – Friday	WORK HOURS	7:00 a.m. – 3:30 p.m.
		MONTHS/YR	12
POSITION PURPOSE	Maintain all warehouse stock and order items needed to successfully implement our school maintenance program.		
POSITION ANALYSIS	Performance to be evaluated annually in accordance with Board policy.		

MINIMUM QUALIFICATION STANDARDS	
KNOWLEDGE, SKILLS, AND ABILITIES	<ul style="list-style-type: none"> Knowledge of supplies, equipment, ordering, and inventory control. Skill in the use of personal computers and related software applications. Knowledge of customer service standards and procedures. Ability to receive, track, and distribute materials, supplies, and equipment. Ability to prepare routine administrative paperwork. Ability to read, understand, follow, and enforce safety procedures.
EDUCATION, TRAINING, AND EXPERIENCE	<ul style="list-style-type: none"> High school diploma Previous experience in similar position preferred
CERTIFICATION AND LICENSE REQUIREMENT	<ul style="list-style-type: none"> Possession of a North Carolina driver’s license required Willing to obtain fork lift license and scissor lift certification

ESSENTIAL DUTIES AND RESPONSIBILITIES
<p>Contacts approved vendors to reorder supplies; processes paperwork related to supply requests, including small purchase orders, purchase requisitions, and check requests; maintains supply inventory for all trades to ensure the successful implementation of our school maintenance program; and performs clerical duties as needed.</p>

WORKING CONDITIONS	
PHYSICAL DEMANDS	<ul style="list-style-type: none"> Extensive physical activity. Requires strenuous physical work; heavy lifting, pushing, or pulling required of objects over 50 pounds.
WORK ENVIRONMENT	<ul style="list-style-type: none"> Work environment involves minimal exposure to physical risks, such as operating dangerous equipment or working with chemicals. Work may involve moderate exposure to unusual elements, such as extreme temperatures, dirt, dust, fumes, smoke, unpleasant odors, and/or loud noises.

DISCLAIMER: *The above statements are intended to describe the general purpose and responsibilities assigned to this position. They are not intended to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and skills that may be required of the employees assigned to this position. This description may be revised by the supervisor, with HR review and approval, at any time.*

VERSION DATE(S)	10/12/2022
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