

SCHOOL DISTRICT OF LEVY COUNTY

JOB DESCRIPTION

PURCHASING / INVENTORY CONTROL CLERK

QUALIFICATIONS:

- (1) High School Diploma or equivalent.
- (3) Computer Proficiency
- (4) Possess a valid Florida driver's license.

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to read and write at a level sufficient to perform required duties. Ability to prioritize projects and deadlines. Ability to establish and maintain accurate records and prepare reports. Ability to perform arithmetic functions accurately. Ability to operate, maneuver and/or control the actions of property scanning and computer terminals. Ability to install new dispensers/equipment at schools. Knowledge of commonly used practices and procedures within the cleaning of schools. General knowledge of custodial equipment used on the job. Good verbal, written and customer service skills. Operating knowledge of computer programs, including email, word processing, spreadsheets, and databases.

REPORTS TO:

Coordinator, Purchasing / Inventory

JOB GOAL

To assist the Purchasing/Inventory Coordinator in the control and accountability of all assets from purchase to disposal including surplus assets; enabling the District to adequately safeguard and account for all its property and comply with all applicable state, federal, and School Board policies, regulations, and procedures.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- *(1) Receive and deliver materials, supplies, mail, commodities and groceries in accordance with established schedules.
- *(2) Deliver new equipment to schools as required.
- *(3) Assists in the inventory process District-wide, including assisting schools and offices in taking inventory and completing appropriate paperwork for the transfer and disposition of property.
- *(4) Develop procedures to ensure non-capital attractive and sensitive property is properly secured and inventoried annually.
- *(5) Assist Purchasing Coordinator with auctions of surplus, obsolete, and scrap property and performs inventories of such as required.
- *(6) Help oversee Records retention for the Finance Department.
- *(7) Assist Purchasing Coordinator with Inventory and tagging property at designated physical locations in accordance with established regulations, policies, and procedures.
- (8) Perform other duties as assigned by the Purchasing/Inventory Coordinator.

Inventory Control Clerk (Continued)

- * (9) Conducts on site audits of property and assets for the purpose of reconciling data with property accounting systems.
- * (10) Assist with assigning property numbers as required and maintaining appropriate records.
- * (11) Assist Purchasing Coordinator in monitoring all purchase requisition to ensure correctness of information and compliance with Board policies and procedures in making purchases.
- (12) Assist Fiscal Bookkeeper with the data entry necessary to add inventory to fixed assets in Skyward.
- (13) Assist with training and developing procedures for the custodial staff.
- (14) Assist with assembling products and equipment as needed.
- (15) Assist head custodians with the needs of their staff.
- (16) Assist custodians with completing custodial orders needed for schools.
- (17) Respect the confidentiality of records and District information in accordance with accepted professional ethics, state and federal laws, and Board Policy.
- (18) Ability to work in a constant state of alertness and safe manner.

PHYSICAL REQUIREMENTS:

Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently and/or up to 20 pounds of force as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan.
Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be appraised in accordance with provisions of the Board's policy on appraisal of personnel.

*Essential Performance Responsibilities

Job Description Supplement Code 8
Group 5 of the ESP Salary Schedule
DOE Job Code 77645

Revised Board Approval 05/25/2021