



CLERK – PURCHASING

SUMMARY/SCOPE/GOAL

Perform advanced work in providing direct assistance in categorical buying.

QUALIFICATIONS

EDUCATION AND RELEVANT EXPERIENCE REQUIREMENTS:

REQUIRED:

- HS/equivalent.
- One (1) year of verifiable and closely related experience required.

PREFERRED/DESIRED:

- One (1) year experience in computer applications and technology as related to specific job functions.

CERTIFICATIONS/LICENSES/TRAINING:

REQUIRED:

- Valid Florida driver's license.

PREFERRED/DESIRED:

PERFORMANCE RESPONSIBILITIES

ESSENTIAL FUNCTIONS:

The tasks/competencies listed below represent most of the time spent working in this position. Supervisor may assign additional tasks within the scope of this classification as necessary.

1. Assist the Buyers, Purchase Manager, Director, and other staff as required in the review of purchase request and assists in obtaining quotations and in the preparation of bids covering materials, supplies, and equipment.
2. Review, verify, and monitor all purchase orders and requisitions for the district.
3. Maintain communications with schools and vendors regarding policies and procedures, to provide product information and order status reports, investigate discrepancies, and promote harmonious vendor/school relationships.
4. Provide backup and phone coverage for staff members within the department.
5. Process district purchase orders and survey documents.
6. Monitors and maintains purchase mailbox, assisting departments and schools with closing purchase orders, process vendor applications and certificate of insurance.
7. Maintain vendor files, updating contact information and status.
8. Assist Purchasing staff with bid tabulations, bid openings, meetings, and recordings on an as needed basis.
9. Coordinates the distribution of standardized procedures to District staff.
10. Manages purchasing website content with established tools and programs.

OTHER DUTIES:

Performs other duties as assigned commensurate with the skills and abilities of the position. Provides outstanding customer service and uses positive interpersonal communications skills. Makes all decisions and performs all tasks in accordance with Brevard Public Schools' strategic plan, vision, and mission. Ensures compliance with Board Policies, procedures, and applicable federal and state laws and regulations.

KNOWLEDGE, SKILLS, AND ABILITIES/TRAINING AND EQUIPMENT USAGE

JOB RELATED:

Knowledge of DOE Rules, School Board Policies, and Florida Statutes. Considerable knowledge of the processes and procedures of the assigned unit. Knowledge of office practices and procedures. Must be able to operate standard office equipment. Ability to communicate well with school personnel and the public. Ability to perform arithmetic computations with speed and accuracy. Ability to use a computer. Ability to acquire significant knowledge of the information and materials relative to her/his assigned unit. Ability to exercise sound judgment in making decision under general guideline and prescribed policies.

GENERAL:

Knowledge and use of time management and organizational systems. Skill in meeting and exceeding customer/stakeholder expectations within the precincts of policy, procedure, and sound judgement. Skill in active listening and social perceptiveness. Ability to communicate effectively orally and in writing. Ability to use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems. Ability to sustain focus and attention to detail for extended periods of time.

EQUIPMENT:

Use office machines such as large volume copiers, printers, or calculators. Use computers for email, word processing, intra/internet, data entry, spreadsheets, service ticket responses, presentations, or custom applications.

PHYSICAL DEMANDS/WORK ENVIRONMENT

PHYSICAL REQUIREMENTS:

(S) SEDENTARY WORK

Exerting up to 10 pounds of force occasionally (Occasionally: activity or condition exists up to 1/3 of the time) and/or a negligible amount of force frequently (Frequently: activity or condition exists from 1/3 to 2/3 of the time) to lift, carry, push, pull, or otherwise move objects, including the human body. Sedentary work involves sitting most of the time but may involve walking or standing for brief periods of time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

POTENTIAL ENVIRONMENTAL CONDITIONS/HAZARDS:

Indoor office environment most often with Indoor/Outdoor movement between pods/locations frequently. Intermittent noise and activity level. Requires Sitting, Standing, Walking, Bending, Stooping, Kneeling, Finger Dexterity, Talking, Hearing, and Visual Acuity frequently.

TRAVEL:

Travel between sites rarely. Travel out of county rarely.

FOR HR USE ONLY:

DIVISION:	District Operations	DEPARTMENT:	Procurement and Distribution Services
TITLE CODE:	L2730	CONTENT BY:	Dawn Richer
GRADE:	21	COMPENSATION:	Human Resources
UNIT:	1010 CORE	LABOR RELATIONS:	Rick Morton
LAST BOARD APVD:	04/09/19	CLASSIFICATION:	Dr. Beth Thedy, EdD

REV:	DATE:	REVISION CONTROL:	INITIATED BY:
1.0	7/15/13	Initial release	Purchasing & Warehouse Services
2.0	04/09/19	Revised: New format, updated Essential Functions to align with current practices within the Department. Removed "specialist" from the title.	Purchasing & Warehouse Services
2.1	12/1/20	Revise: New Format	Human Resources

The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job. Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Brevard Public Schools (BPS) is an equal opportunity/affirmative action employer committed to achieving excellence and strength through diversity. BPS seeks a wide range of applicants for its positions so that one of our core values, a qualified and diverse workforce, will be affirmed. Americans with Disabilities Act (ADA) compliance requires BPS to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.