

**Support VI - Purchasing
New Hanover County Schools**

Job Description

Class: Classified
Dept: Purchasing

TITLE: Support Associate VI

QUALIFICATIONS:

1. High School degree or equivalent.
2. Extensive, broad experience in an office environment with responsibility for a large variety of complex duties.
3. Strong computer and communication skills.

REPORTS TO: Director of Purchasing

JOB GOAL: To assist in the efficient operation of the central warehouse for the New Hanover County School System.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

1. Follow all rules, policies and procedures of New Hanover County Schools, along with state and federal regulations pertaining to purchasing issues.
2. Process assigned school/department requisitions for supplementary materials and equipment on AS400.
3. Maintain and reconcile Procurement Card transactions and statements for all cardholders monthly; assist with administrating Procurement Card program with schools, departments and bank; assist with Procurement Card training.
4. Process purchases on-line or by phone using the system procurement card while adhering to local guidelines; check purchase orders against requisitions for data entry accuracy; prepare purchase orders transmitted through the NC E-procurement system and US mail daily.
5. Provide schools with copies of purchase orders; file processed purchase orders daily; assist schools/departments with requisition processing and ordering information.
6. Process on-line receiving for goods received on AS400.

7. Inform requisitioning schools/departments of changes in delivery, prices or problems; check purchase orders monthly for shipment delays.
8. Compose responses to incoming correspondence and compose letters and memorandums for the supervisor's review.
9. Work with vendors regarding purchase order data entry errors; resolve purchase order shipment discrepancies with vendors, schools and departments.
10. Assist schools/departments staff with budget balances; assist in providing receiving documents as requested by accounts payable.
11. Assist with preparation of annual Capital Furniture/Equipment budget request; process requisitions; maintain and analyze Capital Furniture/Equipment account.
12. Maintain and update receiving report log.
13. Perform other duties and responsibilities as requested by the Director and/or Manager.

The above statements describe the general nature and level of work being performed by individuals assigned to this job. This is not intended to be an exhaustive list of all responsibilities and duties required of personnel so employed.

Terms of Employment: Twelve month work year/At Will/FLSA Non-Exempt

Starting Salary and/or Grade: Grade 67

Evaluation: Performance of this job will be evaluated in accordance with provisions of the Board and local policy on evaluation of personnel.

Knowledge, Skills and Abilities:

- Demonstrates functional knowledge of computers and all aspects of the Microsoft Office Professional software programs.
- Ability to communicate clearly and concisely, both orally and in writing; ability to communicate with school personnel and central office staff.
- Ability to work with a high degree of accuracy.
- Strong organizational skills.
- Knowledge of generally accepted accounting principles and practices.
- Ability to establish and maintain effective working relationships as necessitated by work assignments.
- Physical ability (able to exert up to 20 pounds of force occasionally) and dexterity to perform the duties and responsibilities of the job.