

**Support V -SciFi  
New Hanover County Schools**

**Job Description**

**Class: Classified**  
**Dept: Purchasing**

**TITLE:**                                 **Support V**

**QUALIFICATIONS:**    1. High school degree or equivalent.  
                                  2. Knowledge of methods used in maintaining warehouse operations preferred.  
                                  3. Other qualifications as the board and superintendent may deem appropriate.

**REPORTS TO:**                         Director of Purchasing

**JOB GOAL:**                            To assist with 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 school system purchasing.
2. Assist schools and departments with the use of SciFi Kits; collaborate with elementary and secondary science supervisors.
3. Refurbish SciFi kits for all participating schools; preparing SciFi kits for shipment to schools.
4. Assist with warehouse organization of inventory items; assist employees with questions about SciFi materials.
5. Responsible for inventory of the SciFi Center; ensure shelves are stocked in accordance with current procedures.
6. Obtains and documents informal price quotes for ordering SciFi replacement items; maintain accurate files for warehouse orders.
7. Assist in producing new kits based on curriculum rather than purchasing vendor kits.

8. Generate schedule with vendors for delivery of live materials based on established schedule.
9. Assist with local pick up of materials.
10. Package SciFi items purchased in bulk to reduce cost.
11. Operate material handling equipment including a forklift.
12. Performs other related duties as requested by Director 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 64

**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:**

- Physical ability and dexterity to perform duties and responsibilities of the job.
- Ability to communicate both orally and in writing with persons at all levels.
- Ability to follow broad verbal and written instructions.
- Ability to perform job with speed and accuracy including data entry and inventory counts.
- Ability to lift up to 60 pounds.
- Ability to establish and maintain effective working relationships as necessitated by work assignment.