

SCHOOL DISTRICT OF FLAGLER COUNTY

JOB DESCRIPTION

COST PARTS SPECIALIST

QUALIFICATIONS:

- (1) Post high school degree or related training in cost analysis, data processing, inventory control and payroll and purchasing procedures.
- (2) Possess good communication skills.

KNOWLEDGE, SKILLS AND ABILITIES:

Basic knowledge of computers. Ability to use computer for maintaining fiscal records and a perpetual inventory. Prepare complete and accurate accounting reports and statements of considerable complexity. Ability to express oneself clearly and concisely, both orally and in writing.

REPORTS TO:

Fleet Manager

JOB GOAL

To provide accurate accounting necessary to maintain a computerized perpetual inventory. Maintain stock levels as established by pricing and reordering as needed.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- * (1) Purchase all parts, equipment and fuel for school fleet.
- * (2) Maintain current inventory on all parts, equipment and fuel.
- * (3) Maintain daily cost log and master file on each School Board-owned vehicle.
- * (4) Process all work orders.
- * (5) Maintain fuel forms and inspect storage fuel tanks as required.
- * (6) Maintain purchase orders and copies of invoices as required.
- (7) Prepare payroll for department.
- (8) Complete and file safety checks as required.
- * (9) Use effective, positive interpersonal communication skills.
- (10) Perform other incidental tasks consistent with the goals and objectives of this position.

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.

COST PARTS SPECIALIST (Continued)

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 evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

*Essential Performance Responsibilities

Job Description Supplement Code 8

Flagler Schools Strategic Framework – Operational Services

Salary Lane: Support NIZ