

CLASSIFIED JOB DESCRIPTION

ORDERING AND PURCHASING MEDIA CLERK

JOB SUMMARY:

Under general supervision, performs clerical tasks of moderate difficulty involved in tracking records for purchasing and processing new textbooks and library media materials; maintains databases for school textbook collections; communicates with publishers on ordering issues, pricing, and shipping; prepares materials for return; inputs data on materials received; files order cards; maintains statistics and records; and performs other related duties.

ESSENTIAL JOB FUNCTIONS:

- Files order cards.
- Orders supplies.
- Orders curriculum materials for schools.
- Inputs purchase orders.
- Provides order information.
- Contacts vendors regarding discrepancies on orders.
- Mails any incorrect materials for replacement.
- Orders materials for the Instructional Media Technology Services department.
- Tracks school orders and returns order cards for canceled books.
- Supports video checkout and check -in.
- Maintains textbook database for school-based textbook collections.
- Maintains purchase order file.
- Delivers purchase orders to accounting.
- Receives orders in Pentamation.

ESSENTIAL JOB REQUIREMENTS - QUALIFICATIONS:

- Evidence of successful two-years experience, recent full-time work in maintaining databases.
- Ability to enter data and create Excel databases; perform a variety of responsible multimedia clerical tasks of moderate difficulty; understand and follow oral and written directions and good communication skills; work cooperatively with school and department personnel, and those contacted in the course of work; and ability to type a minimum of 45 net words per minute.
- Knowledge of general library terminology and library practice; and correct English usage, spelling, grammar, and punctuation.
- High school diploma or GED required. Preferably including or supplemented by courses in library science or equivalent training and experience.

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Classified Salary Schedule: Range 24
BOARD APPROVED: 4-19-05
REVISION DATES: 6/7/06
7/18/23
08/09/2023