



**Job Title:** Clerk IV – Fleet

**Supervisor:** Director of Transportation

**Terms of Employment:** 246 days

**Job Summary:**

Assure the smooth and efficient operation of the Fleet Maintenance Department, reviews and coordinates routine work orders and fleet maintenance department purchase requests in accordance with school district policies and the district's Procurement Code; coordinates the administration of the fleet maintenance employee purchasing card program, work with "SchoolDude Maintenance Direct" and coordinate the application and enforcement of business policies and standards.

**Essential Duties:**

1. Maintain a complete and systematic set of records and files of all financial transactions.
2. Check PeopleSoft Financials on a regular basis to monitor all funds and to see that transfers, invoices, etc. are processed correctly.
3. Make available for auditors all accounts and financial records upon request by the Superintendent or his/her designee.
4. Prepare and process fleet maintenance purchase requisitions to include receiving on packing slips and invoices for payment and ensure compliance with district's Procurement Code.
5. Verify SmartFind Express daily.
6. Prepare all aspects of simple bids, requests for quotes, and proposals, including precise specifications, supporting spreadsheets, comparison, recommendations, and justifications.
7. Provide liaison services between vendors and fleet maintenance for order status, procurement procedures, and problem resolution; researches sources of supply and advises fleet maintenance on cost effective alternatives.
8. Maintain data information, files, reports, price lists on assigned commodities and financial transactions.



9. Coordinate daily electronic transfer of files and upload of purchasing cardholder transactions to the accounts payable system.
10. Monitors procurement card activity and usage patterns; investigates unusual activities.
11. Establishes and administers purchasing card contracts for district fleet maintenance employees.
12. Advises procurement card administrator on the creation, modification, suspension and/or cancellation of accounts as appropriate depending on investigated circumstances.
13. Maintain and monitor service/repair records of all maintenance work orders for vehicles and equipment performed by fleet maintenance and perform journal entries to distribute cost of parts and labor to responsible activity bus accounts.
14. Interacts and communicates with various groups and individuals including immediate supervisor, co-workers, district and school administrators and staff.

**Other Duties:**

Perform such other duties as may be assigned by director.

**Job Specifications:**

Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on Evaluation of Support Personnel.

**Minimum Qualifications (Knowledge, Skills and Abilities Required):**

1. Associates Degree or Paraprofessional Certification, with course work in Accounting or Finance preferred, but not required.
2. Demonstrated competence in the use of computers, Microsoft Office programs, and all office machines.
3. Job related experience preferred.
4. Such alternatives to the above qualifications as the Board may find appropriate.

**Physical Requirements:**



The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to stand and reach with hands and arms; walk; sit; stoop or kneel; crouch or crawl.

**Additional physical requirements include the following:**

- Physically capable of frequently lifting or moving up to 50 pounds;
- Specific vision requirements include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to focus;
- Ability to sit and stand for extended periods of time;
- Manual dexterity for the purpose of using a telephone and data entry;
- Read a computer screen and printed material with or without vision aids;
- Hear and understand speech at normal levels and on the telephone; and
- Speak in audible tones so that others may understand clearly in person and on the telephone.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Pay Grade: 105**

Please click [here](#) for salary scales.

***This job description in no way states or implies that these are the only duties to be performed by this employee. The employee will be required to follow any other instructions and to perform any other related duties as assigned by the appropriate administrator or supervisor. Horry County Schools reserves the right to update, revise or change this job description and related duties at any time without prior notice.***