

INDEPENDENT SCHOOL DISTRICT # 31
POSITION DESCRIPTION

DATE: 04/05/90
 REVISED DATE: 12/10/04

JEWETT/
 HICKMAN

Position Title: District Warehouse Secretary

Band/Grade: A-1-3-3

Immediate Supervisor: Coordinator of Safety and Security

Job Summary (Basic Purpose of Position)

To issue purchase orders for items purchased for education. To combine ordering as to save money for District. To maintain accurate records for present and future reference for all District purchasing. Maintain accurate inventory transactions. Operate Warehouse computer.

Supervisor

Employee

**Note: The signature of the supervisor and employee indicated they have read this job description and agree with its contents.

REGULAR ROUTINE DUTIES List of Things to Accomplish in Major Job Function	BAND/ GRADE	% OF TIME D, W, M, A, Q	WC	NECESSARY SKILLS, KNOWLEDGE, ABILITIES What You Have to Know to Accomplish Duty or Function	PERFORMANCE STANDARDS How Will You Know the Job is Done?
** Note: Remember to list each major job function prior to listing of routines, duties, skills and performance standards.					
<u>PREPARE AND DISBURSE DISTRICT PURCHASE ORDERS</u>					
1. Determine proper organization of requisitions for District ordering.	A-1	D		Know and understand operation of purchasing	1. Orders were placed in a timely manner.
2. Record vendor numbers on requisition.	A-1	D		Know proper reference for vendor numbers	2. Correct vendor numbers were recorded on requisitions.
3. Determine proper procedure on attached coupons and prepayment attachments.	A-1	D		Know how to interpret the correct information on coupon and prepayment copy	3. Coupons being used were correctly attached to orders.
4. Divide multiple accounts on requisitions correctly.	A-1	D		Use of calculator	4. All orders were charged against proper accounts.
5. Type purchase orders in orderly and correct manner.	A-1	D		Know what information is needed to create a purchase order.	5. Purchase orders were properly typed with all pertinent information available to fill order.
6. Answer phone calls and solve problems where possible or direct them to the proper person.	A-1	D		Ability to deal with various problems and personalities	6. Problems regarding purchase orders were resolved in a business like manner.
7. Greet visitors, salesmen, and school personnel. Determine needs for referral to appropriate person.	A-1	D		Know procedure for emergency purchase orders	7. All visitors were directed to the proper department in a conscientious manner.

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8. Issue emergency purchase order numbers when needed.	A-1	D		Know procedure for mailing form	8. Emergency purchase orders were issued and p.o. number was recorded on the confirming requisition in accordance with District policy.
9. Sort and prepare outgoing mail.	A-1	D		Know how to type and operate other office machines	9. All outgoing mail was properly prepared for delivery to the District mailroom.
10. File purchase orders and requisitions in correct place for easy retrieval for long term records.	A-1	D		Know proper account numbers for District	10. Purchase orders and requisitions were properly filed for quick retrieval.
11. Prepare purchase orders for encumbrance on computer via CRT.	A-1	W		Knowledge of CRT operation	11. Encumbrance input totals when completed balanced with batch totals.
12. Determine if a purchase order should be cancelled after 90 days or left open.	A-1	M		Know the District policy on cancellation of purchase orders	12. Purchase orders when cancelled were properly deleted off the computer system.
13. Develop and or revise bulk order forms on which District needs are consolidated for bulk ordering to save money for District.		A		Knowledge of material needed in order to save funds for District	13. All orders were processed in accordance with District policy and and state regulations. Bid and quote files were properly maintained.
14. Prepare quotes and bids for District according to regulations and statutes, including preparing spread sheets summarizing the quotes.	A-3	AS NEEDED		Knowledge of applicable statutes for District purchasing	14. Quotes and bids were prepared to regulations and statutes and put on a spread sheet summarizing quotes.
15. Determine solutions to problems concerning purchase orders with communications via long distance phone calls or fax machine.	B-2	D			15. Problems were solved concerning purchase orders.

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<p><u>DISTRICT WAREHOUSE COMPUTER OPERATOR</u></p>					
1. Develop descriptive wording for inventory items.	A-1	AS NEEDED		Knowledge of proper names for items and quantities	1. Correct names were given to items in inventory.
2. Determine correct cost for each unit of measure listed on warehouse computer.	A-1	D		Knowledge of correct use of computer	2. Correct costs were entered.
3. Enter all information on warehouse computer such as quantities, price, etc.	A-1		D	Knowledge of IBM computer software	3. Needed information of inventory was entered into computer.
4. Initiate school number for all budget codes used on the warehouse computer.	A-1	AS NEEDED		Ability to determine school number for each department budget codes	4. School numbers for all budget codes are on computer.
5. Organize warehouse requisitions and and prepare invoice.	A-2	D		Knowledge of time limits for invoicing	5. Warehouse requisitions were organized and invoice prepared.
6. Generate reports and statements in a timely manner for inventory and Accounts Receivable.	A-1	AS NEEDED		Knowledge of the application of accounting principles	6. Reports and statements were generated in a timely manner.
7. Determine necessary adjustments and make corrections with proper audit trail.	B-2	AS NEEDED			7. Necessary adjustments and corrections were made and a proper audit trail provided.
8. Prepare form for warehouse catalog as needed.	A-1	A			8. Warehouse catalog was prepared as needed.
9. Print labels for warehouse storage racks as needed.	A-1	AS NEEDED			9. Warehouse labels were printed as needed.

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<u>PERFORM OTHER GENERAL OFFICE DUTIES</u>					
1. Open and sort all incoming mail and distribute to proper areas.	A-1	D		Knowledge of all schools and locations	1. All incoming mail was opened and sorted and distributed to the proper areas.
2. Determine proper information needed to return merchandise to vendor so District will receive proper credit.	A-1	AS NEEDED		Knowledge of proper office procedure	2. District did receive credit for returned merchandise.
3. Prepare packages for shipment, type labels, keep records for future on materials shipped and call UPS to hold packages as needed.	A-1	AS NEEDED		Command strong background in grammar, spelling and punctuation.	3. UPS packages were prepared. Shipment and District records of shipments were properly maintained. UPS freight was ready for direct pick-up by District personnel in accordance with instructions.
4. Set up catalog file, request new catalogs each year, loan catalogs and maintain records of those transactions.	A-1	A		Utilize time efficiently	4. Catalog file was properly maintained.
5. Check in freight as needed	A-1	AS NEEDED			5. Incoming freight was properly checked as needed.
6. Prepare correct account numbers for new school year. Transfer old files to storage boxes for quick reference.	A-1	A			6. Correct account numbers were prepared for new school year. Old files were transferred to boxes for quick reference.
7. Give non-supervisory direction to extra help; such as typing purchase orders, filing orders, requisitions, etc. and other tasks as necessary.	A-1	D			7. Non-supervisory direction was given to extra help.
8. Carry out work assignments as directed by immediate supervisor.	A-1	AS NEEDED			8. All other work assignments were completed as assigned.