

**BEMIDJI AREA SCHOOLS**  
**POSITION JOB DESCRIPTION**

ORIGINATION DATE 4-5-1990  
 LAST REVISION DATE 12-10-2004  
 BAND & GRADE A-1-3-3

POSITION TITLE District Warehouse Secretary

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 the District. To maintain accurate records for present and future references for all District purchasing. Maintain accurate inventory transactions. Operate Warehouse computer.

**SUPERVISOR**

**EMPLOYEE**

NOTE: The signature of the supervisor and employee indicates 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	WC	NECESSARY SKILLS, KNOWLEDGE, ABILITIES What You Have to Know to Accomplish Duty of Function	PERFORMANCE STANDARDS How Will You Know the Job is Done?
NOTE: LIST EACH MAJOR JOB FUNCTION PRIOR TO LISTING OF ROUTINE DUTIES, SKILLS AND PERFORMANCE STANDARDS					
<b>1.00 PREPARE AND DISTRIBUTE DISTRICT PURCHASE ORDERS.</b> 1.01 Determine proper organization of requisitions for District ordering. 1.02 Record vendor numbers on requisition. 1.03 Determine proper procedure on attached coupons and prepayment attachments. 1.04 Divide multiple accounts on requisitions correctly. 1.05 Type purchase orders in orderly and correct manner. 1.06 Answer phone calls and solve problems where possible or direct them to the proper person. 1.07 Greet visitors, salesmen, and school personnel. Determine needs for referral to appropriate person. 1.08 Issue emergency purchase order numbers when needed. 1.09 Sort and prepare outgoing mail. 1.10 File purchase orders and requisitions in correct place for easy retrieval for long term records. 1.11 Prepare purchase orders for encumbrance on computer via CRT.	A-1 A-1 A-1 A-1 A-1 A-1 A-1 A-1 A-1 A-1 A-1	D D D D D D D D D D W		<b>Knowledge and Skills:</b> 1. Know and understand operation of purchasing. 2. Know proper reference for vender numbers. 3. Know how to interpret the correct information on coupon and prepayment copy. 4. Use of calculator. 5. Know what information is needed to create a purchase order. 6. Ability to deal with various problems and personalities. 7. Know procedure for emergency purchase orders. 8. Know procedure for mailing form. 9. Know how to type and operate other office machines. 10. Know proper account numbers for District.	1.01 Orders were placed in a timely manner. 1.02 Correct vendor numbers were recorded on requisitions. 1.03 Coupons being used were correctly attached to orders. 1.04 All orders were charged against proper accounts. 1.05 Purchase orders were properly typed with all pertinent information available to fill the order. 1.06 Problems regarding purchase orders were resolved in a business like manner. 1.07 All visitors were directed to the proper department in a conscientious manner. 1.08 Emergency purchase orders were issued and p.o. number was recorded on the confirming requisition in accordance with District policy. 1.09 All outgoing mail was properly prepared for delivery to the District mailroom. 1.10 Purchase orders and requisitions were properly filed for quick retrieval. 1.11 Encumbrance input totals when completed balanced with batch totals.

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1.12 Determine if a purchase order should be cancelled after 90 days or left open.	A-1	M		11. Knowledge of CRT operation.	1.12 Purchase orders when cancelled were properly deleted off the computer system.
1.13 Develop and/or revise bulk order forms on which District needs are consolidated for bulk ordering to save money for District.		A		12. Know the District policy on cancellation of purchase orders.	1.13 All orders were processed in accordance with District policy and state regulations. Bid and quote files were properly maintained.
1.14 Prepare quotes and bids for District according to regulations and statutes, including preparing spread sheets summarizing the quotes.	A-3	AS NEEDED		13. Knowledge of material needed in order to save funds for District.	1.14 Quotes and bids were prepared to regulations and statutes and put on a spreadsheet summarizing quotes.
1.15 Determine solutions to problems concerning purchase orders with communication via long distance phone calls or fax machine.	B-2	D		14. Knowledge of applicable statutes for District purchasing.	1.15 Problems were solved concerning purchase orders.
<b>2.00 DISTRICT WAREHOUSE COMPUTER OPERATOR</b>				15. Knowledge of proper names for items and quantities.	2.01 Correct names were given to items in inventory.
2.01 Develop descriptive wording for inventory items.	A-1	AS NEEDED		16. Knowledge of correct use of computer.	2.02 Correct costs were entered.
2.02 Determine correct cost for each unit of measure listed on warehouse computer.	A-1	D		17. Knowledge of IBM computer software.	2.03 Needed information of inventory was entered into the computer.
2.03 Enter all information on warehouse computer such as quantities, price, etc.	A-1			18. Ability to determine school number for each department budget codes.	2.04 School numbers for all budget codes are on computer.
2.04 Initiate school number for all budget codes used on the warehouse computer.	A-1	AS NEEDED		19. Knowledge of time limits for invoicing.	2.05 Warehouse requisitions were organized and invoice prepared.
2.05 Organize warehouse requisitions and prepare invoice.	A-2	D		20. Knowledge of the application of accounting principles.	2.06 Reports and statements were generated in a timely manner.
2.06 Generate reports and statements in a timely manner for inventory and Accounts Receivable.	A-1	AS NEEDED		21. Knowledge of all schools and locations.	2.07 Necessary adjustments and corrections were made and a proper audit trail provided.
2.07 Determine necessary adjustments and make corrections with proper audit trail.	B-2	AS NEEDED		22. Knowledge of proper office procedure.	2.08 Warehouse catalog was prepared as needed.
2.08 Prepare form for warehouse catalog as needed.	A-1	A		23. Command strong background in grammar, spelling and punctuation.	2.09 Warehouse labels were printed as needed.
2.09 Print labels for warehouse racks as needed.	A-1	AS NEEDED		24. Utilize time efficiently.	

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<p><b>3.00 PERFORM OTHER GENERAL OFFICE DUTIES</b></p> <p>3.01 Open and sort all incoming mail and distribute to proper areas.</p> <p>3.02 Determine proper information needed to return merchandise to vendor so District will receive proper credit.</p> <p>3.03 Prepare packages for shipment, type labels, keep records for future on materials shipped and call UPS to hold packages as needed.</p> <p>3.04 Set up catalog files, request new catalogs each year, loan catalogs and maintain records of those transactions.</p> <p>3.05 Check in freight as needed.</p> <p>3.06 Prepare correct account numbers for new school year. Transfer old files to storage boxes for quick reference.</p> <p>3.07 Give non-supervisory direction to extra help; such as typing purchase orders, filing orders, requisitions, etc. and other tasks as necessary.</p> <p>3.08 Carry out work assignments as directed by immediate supervisor.</p>	<p>A-1</p> <p>A-1</p> <p>A-1</p> <p>A-1</p> <p>A-1</p> <p>A-1</p> <p>A-1</p> <p>A-1</p>	<p>D</p> <p>AS NEEDED</p> <p>AS NEEDED</p> <p>A</p> <p>AS NEEDED</p> <p>A</p> <p>D</p> <p>AS NEEDED</p>			<p>3.01 All incoming mail was opened and sorted and distributed to the proper areas.</p> <p>3.02 District did receive credit for returned merchandise.</p> <p>3.03 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.</p> <p>3.04 Catalog file was properly maintained.</p> <p>3.05 Incoming freight was properly checked as needed.</p> <p>3.06 Correct account numbers were prepared for new school year. Old files were transferred to boxes for quick reference.</p> <p>3.07 Non-supervisory direction was given to extra help.</p> <p>3.08 All work assignments were completed as assigned.</p>
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