

Transportation: Inventory - Procurement Specialist

<u>Reports to:</u>	Director for Transportation
<u>Supervises:</u>	None
<u>Term of Employment:</u>	12 months
<u>Salary:</u>	Office Support VI - 63
<u>FLSA Exempt/Non-Exempt:</u>	Non-Exempt

- Qualifications:**
- **Graduation from high school; associate degree preferred**
 - **Three to five years or experience and training in accounting or bookkeeping and vehicle parts**
 - **Skilled in Microsoft Word, Excel, PowerPoint and preferably BSIP (SAP) to complete required tasks**

Essential Job Functions:

- Performs responsible skilled work in a large variety of clerical, administrative, dispatching and bookkeeping tasks involving interaction with all district departments, school, staff and general public
- Maintains and oversees daily automated accounting system for all costs such as: repair parts, fluids, supplies, and labor served through and by the transportation staff
- Assists Parts Manager with maintenance and oversight of the inventory system for all inventories: items ordered, received, stored and issued daily
- Performs payroll reporting and accounting for garage staff to include entering absences into both state and local system. Creates reports for management to determine absentee rates and impact on the daily work schedule; serves as liaison between employee and payroll specialists
- Develops all monthly and annual, state and local board-required statistical and accounting reports
- Maintains detailed expenditure and encumbrance records for daily, monthly, and annual reporting
- Develops extensive month and annual reimbursement reports for transportation to refund the department using Business Systems Information Program (BSIP) Software (Examples: Monthly report to Finance, Fuel Contingency Report to NCDPI)
- Enters data from fuel sheets, work orders, labor and parts in the BSIP Software as required by NCDPI
- Assists Parts Manager with the reconciliation of materials received, invoices (to verify price) and quantity of items
- Creates, maintains, and closes all purchase orders and sends originals to Accounts Payable
- Allocates and reconciles credit card purchases; codes all purchases with appropriate budget code and ensures accuracy of paperwork
- Maintains current status of all open purchase orders to ensure intended purchases do not exceed maximum limits
- Examines/reviews all invoices and purchase orders for accuracy before assigning to proper budget account codes, approving and submitting to Accounts Payable for payment
- Assists Parts Manager with the annual inventory count and compilation of report (TD-1) required by NCDPI
- Completes the required paperwork for the purchase and sale of assigned district vehicles and yellow fleet vehicles

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- Maintains general daily transportation office functions such as but not limited to: ordering and storing office supplies, building supplies, forms, typing memos, stationery and office equipment, as required
- Invoices schools for vehicle repair, usage, gas, etc.
- Maintains records of employees' daily attendance
- Assists Parts Manager with the oversight of fuel for the buses and orders/replenishes fuel, as needed
- Performs administrative duties for Director of Transportation, as required
- Orders, stocks, stores and monitors office supplies for the Transportation Department
- Picks up and distributes interoffice and general delivery mail
- Assists with GovDeals (online auction)
- Trains new staff members on how to use Timekeeper and Chromebooks. Also, establishes permissions for on-boarding personnel with Synovia and other software programs, as needed
- Enters help desk tickets for assistance from IT
- Performs other duties and responsibilities as assigned by supervisor

Physical and Cognitive Requirements:

The major physical and cognitive requirements listed below are applicable to this job classification within Moore County Schools.

Work in this classification is considered **medium physical work** requiring the exertion of 50 pounds of force occasionally and up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects.

Must be able to:

- walk, lift, reach, stoop, stand, grasp, balance, climb, kneel, and crouch
- work in various inside and outside environments being subjected to weather changes, noise, vibrations, job hazards and atmospheric conditions
- use visual acuity required for depth perception and color perception
- visually inspect small defects and/or small parts
- use a variety of measuring devices
- operate motor vehicles
- operate job specific equipment per instructions
- observe general surroundings and activities
- hear sufficiently to accurately perceive information at normally spoken word levels
- use communication by means of spoken word to express or exchange ideas
- safely work in situations of exposure to blood borne pathogens which may require specialized personal protective equipment
- understand and follow oral and written instructions