Salary Grade 35

Summary Information:

Classification Title: Parts/Supplies Specialist Date Prepared: 03/2003

FLSA Status: Non-Exempt

Typical Decisions and Recommendations Provided to Others:

This position requires the regular exercise of independent discretion and judgment within defined policy parameters in area of specialty. Work follows specific procedures, however the incumbent may determine priorities, organize own work and occasionally make exceptions to procedures.

Activity Identification

Activity Name				
474	Acquisition Analysis – Materials and Supplies	Issue and evaluate bids, and place orders for materials, supplies, business equipment, food and services.		
473	Purchase Specifications	Prepare (or assist in preparing) specifications for purchases of materials, supplies, and equipment. Evaluate products. Vendor liaison.		
480	Receive and Store Goods	Process incoming goods (including capital equipment) from vendors. May include maintaining warehouse or stockroom.		
484	Market Analysis	Study prices, trends, market conditions, and identify sources of supply and new product development.		
478	Requisitions	Prepare requisitions and submit to purchasing for processing.		
358	Inventory - Accounting	Maintain inventory records.		
481	Inventory Control Audit	Conduct periodic, perpetual and/or annual inventory of materials, supplies, food, etc. in the warehouse or stockroom.		
001	Direct Supervision	Control, review, verify, observe, and manage the work of people reporting directly to you.		
007	Short-Term Planning	Develop plans to deal with specific circumstances (0-1 year) including goals, objectives, and priorities for a school, department, program, or the district.		
472	Vendor Liaison	Coordinate purchasing activities, meet, and communicate with current or potential vendors. Perform follow-up with vendors as needed.		
005	Staff Coordination	Coordinate the activities of one or more staff. Assist in scheduling and administrative requirements.		
022	Filing	Set up and organize files and manuals; count and alphabetize records; keep files up-to-date; distribute as needed.		

Activity Name (cont.)

Deliver materials, supplies, laundry, food, and equipment to departments.

Data Inquiry/Access Use computer terminals to access data.

Data Entry Enter data.

755 In-Service Training Participates in appropriate in service training.

999 Assigned Duties Perform other duties as assigned.

General Classification Specification Factors:

Education/Experience: High School Diploma or equivalent with three years related experience

Supervisory Responsibility: Yes

Type of Supervision: Supervision is typically <u>part-time</u> with respect to instructing, assigning and

checking the work of others. Most time is typically spent performing the same

work as members of the group. There is <u>little or no</u> responsibility for controlling costs and enhancing methods for performing work activity.

Effective Date: 07/01/2003

Skill Identification

		Not
Managerial/Supervisory Skills	Important	Important
	X	
Developing Multi-year Strategic and/or Operational Plans		
Developing Annual Budgets		X
Policy Development	X	
Controlling Expenses	X	
Coordinating Resources	X	
Interpersonal (working with groups)	X	
Negotiating and/or persuading others to take action		X
Promoting safety	X	
Supervising, coaching and developing employees	X	

		Not
Office Skills	Important	Important
	X	
Checking grammar/punctuation		
• Filing	X	
Perceiving detail in checking information/forms	X	
Reading comprehension (high school level)	X	
Operating word processing software	X	
Operating a computer terminal for data entry	X	
Operating automated spreadsheet software	X	
Scheduling appointments and/or travel	X	
Taking and distributing messages	X	
Taking dictation and meeting minutes	X	
General mathematical - adding, subtracting, multiplying, etc.	X	

Professional and Technical Skills	Important	Not Important
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Accounting - high school level		X
Accounting/finance - college level	X	
Advanced math - algebra, statistics, geometry	X	
Architecture		X
Computer operations	X	
Computer programming		X
Contract interpretation	X	
Craft skills (electrical, etc.)	X	
Drawing-figures/drafting	X	
Engineering - civil	X	
Engineering - electrical	X	
Engineering - environmental	X	
Engineering - mechanical	X	
Graphic arts	X	
Landscaping		X

Skill Identification (cont.)

		Not
Communication Skills	Important	Important
Oral communicationexchanging or expressing ideas by means of the spoken word	X	
Presentationstransmitting information in a formal setting	X	
Foreign communicationusing a language other than English to communicate in writing or orally		X
• Written communicationpreparation of manuscripts, speeches, detailed plans, letters, policies, etc.		X
Editing written documents for content		X
Reading comprehension - understanding technical or scientific blueprints		
and charts	X	
Public speaking	X	

Physical Demands	Important	Not Important
Balancing - maintaining body equilibrium to prevent falling when walking, standing, or crouching	X	
Carrying - transporting an object, usually holding it in the hands or arms or on the shoulder On the shoulder On the shoulder On the shoulder	X	
Climbing - ascending or descending ladders, stairs, scaffolding, ramps, poles, ropes, and the like, using the feet and legs and/or hands and arms	X X	
 Color - Match or discriminate colors Fingering - picking, pinching, or other-wise working with the fingers primarily (rather than with the whole hand or arm as in handling) Feeling - perceiving such attributes of objects and materials as size, 	X	
shape, temperature, or texture, by means of receptors in the skin, particularly those of fingertips	X	
 Handling - seizing, holding, grasping, turning, or otherwise working with the hand or hands (fingering not involved) Hearing - perceiving the nature of sounds by the ear or receiving detailed 	X	
information through oral communication, or making fine distinctions in sound	X	
Lifting - raising or lowering an object from one level to another (includes upward pulling) Description:	X	
 Pulling - exerting force upon an object so that the object moves toward the force (includes jerking) Pushing - exerting force upon an object so that the object moves from the 	X	
force (including slapping, striking, kicking, and treadle actions)	X	
 Reaching - extending the hands and arms in any direction Seeing - obtaining impressions through the eyes of shape, size, distance, 	X	
motion, color, or other characteristics of objects or people • Sitting – placing your body in a chair, bending at the waist, with your	X	
knees bent and back straight	X	