

Leon County Public Schools Classification Specification

Salary Grade 31

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.

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Activity Name (cont.)

482	Distribution	Deliver materials, supplies, laundry, food, and equipment to departments.
646	Data Inquiry/Access	Use computer terminals to access data.
645	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 part-time 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 little or no responsibility for controlling costs and enhancing methods for performing work activity.

Effective Date: 07/01/2003