

**PLYMOUTH COMMUNITY SCHOOL CORPORATION
JOB DESCRIPTION**

JOB TITLE: Purchase Order Assistant

EXEMPT: No
SALARY LEVEL: Per Classified Policy – Classified Clerical
LOCATION: Plymouth Schools Administration Office
REPORTS TO: Office Manager & Title I Coordinator
LENGTH OF WORK: Schedule Established by Office Manager & Title I Coordinator
(Confidential Employee)

ESSENTIAL FUNCTIONS include the following. Other duties may be assigned.

1. Issue Purchase Orders for all approved requisitions.
2. Maintain computer file of monthly utility costs.
3. Scan records into electronic files and back up.
4. Scan financial, payroll, and service records
5. Set up and maintain all files for Title I/GT programs at elementary school level.
6. Maintain reference/resource list of professional materials in GT/Title I office, which are available for checkout at elementary school level.
7. In charge of lending library for all materials borrowed at elementary school level.
8. Act as back-up for Accounts Payable.
9. Act as 1st back-up for front desk help in the p.m.
10. Act as 1st phone back-up in the afternoon.
11. Act as 1st backup for processing interoffice mail.
12. Act as 2nd back-up for processing Superintendent's and Assistant Superintendent's outgoing mail.
13. Act as 3rd backup for processing incoming mail.
14. Maintain a positive relationship with other staff, parents, and students.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience.

CERTIFICATES, LICENSES, REGISTRATIONS:

Valid state driver's license - operator permit

LANGUAGE SKILLS:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of school employees, students or parents.

MATHEMATICAL SKILL:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

OTHER SKILLS AND ABILITIES:

Must be proficient in the use of computers for various office applications. Ability to type accurately at a minimum speed of 50 words per minute. Employee should also be able to use the machines, tools, equipment, and work aids which may be representative, but not all inclusive, of those commonly associated with this type of work, i.e., copier, calculator, postage meter, laminator, binding machine, check folder, and other equipment as made available by the school corporation.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand, walk, sit, use hands to finger, handle, or feel objects, tools, or controls, reach with hands and arms, and taste or smell.

The employee must frequently lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

The working environment is mainly indoors.

TERMS OF EMPLOYMENT:

Twelve months per year. Salary and benefits as per Classified Policy.

EVALUATION:

An evaluation will be done on the employee's performance after the first thirty (30) days and then on an annual basis.

Revised 11/9/06