



# CUMBERLAND COUNTY SCHOOLS

## JOB VACANCY ANNOUNCEMENT

**DATE: September 13, 2017**

POSITION TITLE	EMPLOYMENT STATUS	MONTHLY SALARY
<b>PURCHASING CLERK V</b>	<b>FULL-TIME 12 MONTHS</b>	<b>\$2,325.00- \$2,996.34</b>

LOCATION	FLSA STATUS	CLOSING DATE	JOB NUMBER
<b>FINANCE</b>	<b>NON-EXEMPT</b>	<b>SEPTEMBER 20, 2017</b>	<b>34</b>

### **QUALIFICATIONS**

Graduation from high school and one year of experience in the field of purchasing; to include electronic or equivalent combination of training and experience. Must be proficient in working with numbers and have a general knowledge of accounting procedures. Must be able to accurately maintain fiscal records and documents in systematic order. Needs to be able to communicate effectively in both oral and written forms. Must possess strong computer skills while utilizing CCS's financial software, SunPac. Must have knowledge of Microsoft Office applications (word processing and spreadsheet). Should be able to search the Internet for vendor information. Can type a minimum of 35 words per minute.

### **CONDITIONS OF EMPLOYMENT**

Must possess a valid North Carolina driver's license. Background check with local and state law enforcement agencies required. Applicant must be able to obtain a Commercial Driver's License (CDL) when requested.

### **HOW TO APPLY**

1. Submit a NC State online application for classified personnel and apply it to this announced vacancy at, [People Admin.](#)
2. Submit a letter of interest, a resume, and a background form to the Human Resources office by 5:00 pm on the closing date of the announced vacancy. Please specify job number on letter of interest and [Background Form.](#)
3. Documents can be mailed to: Human Resources, Cumberland County Schools, PO BOX 2357, Fayetteville, NC 28302, dropped off at Human Resources, Cumberland County Schools, 2465 Gillespie Street, Fayetteville, NC 28306 or faxed to: (910) 678-2344. Emails will not be accepted.
4. Applicants not following the above procedures will not be considered for employment.

### **POSITION DESCRIPTION AND DUTIES**

Provides instructional assistance to school/administrative personnel pertaining to keying in, approving, and editing of purchase orders. Training is provided through staff development sessions and one-on-one situations via phone or e-mail communications. Contributes to the preparation, upgrading and distribution of the Purchasing Manual. Receives incoming requisitions approved by the Purchasing Officer. Processing involves assigning vendor numbers and keying information into the Purchase Order system to process an official purchase order. Analyzes electronically transmitted edit reports and manual requisitions for accuracy and to determine if additional department approvals are needed, if quotes are required or if fixed asset tags are required. Submits to the Purchasing Officer for approval, then processes in the Purchase Order system. Acts as liaison between schools/administrative units and vendors regarding changes and amendments to purchase orders (i.e. cancellations, adjusting figures, etc.). Communicates changes to appropriate personnel, vendors, etc. Mails, e-mails and/or faxes original copies of purchase orders to vendors who are not E-Procurement (EP) registered. Communicates to EP vendors when problems exist with their EP registration. Assists schools and departments with purchasing issues to include, but not limited to the following: Obtains quotes when required in the informal range; Assists when problems arise with SunPac and E-Procurement systems; Assists schools and administrative personnel in sourcing their procurement needs; Maintains filing system for purchase orders, requisitions, and edit reports; Maintains SunPac vendor file by assigning new vendor numbers and by continually updating existing information as received by vendors and school personnel. Confirms new vendors are not on the federal or NC debarred vendors list; Maintains vendor file for non-EP vendors for past three years; Assists schools and departments to close or cancel purchase orders in order to transfer any unused monies back into their budgets; Communicates with school personnel and administrative personnel through phone calls and e-mail; Assists the Purchasing Officer in training personnel regarding SunPac and E-Procurement procedures and guidelines; Maintains the purchasing information on the CCS intra-net and internet web sites; Provides assistance to the Purchasing Officer when requested. Serves as team player and role model for other employees in the organization; demonstrates a commitment to continuous quality improvement; supports and exhibits organizational core values of caring, respect, integrity, responsibility, high expectations, being customer driven, and valuing diversity. Position must possess the ability to establish and maintain effective working relationships with manufacturers' representatives, departmental and school representatives, and State Level representatives. Serves on various school committees. Performs other duties and accepts responsibilities as assigned. Continues education by attending staff development classes.

### **PHYSICAL REQUIREMENTS**

Must have finger dexterity and possess the ability to physically perform the basic life operational functions of climbing, stooping, kneeling, crouching, reaching, standing, talking, hearing and repetitive motions. Must possess the visual acuity to work with data, statistics and figures, operate a computer and other office equipment, and perform accounting functions, and do extensive research and reading.

**THE CUMBERLAND COUNTY SCHOOL SYSTEM HIRES ONLY UNITED STATES CITIZENS AND LAWFULLY AUTHORIZED ALIENS WHO ARE IN COMPLIANCE WITH THE IMMIGRATION REFORM AND CONTROL ACT OF NOVEMBER 6, 1986.**

***AN EQUAL OPPORTUNITY EMPLOYER***