



## INVENTORY/PURCHASING SPECIALIST

**STARTING DATE:** July 1, 2017  
**REPORTS TO:** Treasurer  
**WORK YEAR:** 12-month (260 days - 40 hours per week)  
**SALARY RANGE:** Per Classified Employees Wage Schedule – Commensurate with experience and education

### QUALIFICATIONS INCLUDE BUT NOT LIMITED TO:

- High school diploma. Post-secondary training in accounting is desirable.
- Organized, accurate, efficient, capable of handling detailed work assignments
- Takes initiative to identify and solve problems independently
- Embraces advances in technology
- Keeps current with program, policy, and procedure changes
- Excellent human relations skills with a demonstrated ability to handle challenging situations in a professional and calm manner.
- Excellent computer skills: Experience with Microsoft Word & Outlook; Demonstrated Proficiency in Microsoft Excel
- Ability to multitask and prioritize workload to meet periods of peak demand
- Regular requirement to lift and carry office supplies and materials up to a maximum of 50 pounds.
- Knowledge of modern office methods and equipment
- Minimum three years of relevant work experience
- Ability to exercise good judgment and work independently or as part of a team
- Documented evidence of a clear criminal record
- Meet all mandated health requirements

### RESPONSIBILITIES INCLUDE BUT NOT LIMITED TO:

- Procurement (Equipment, supplies, uniforms). Includes comparing price & quality and obtaining multiple quotes
- Work cooperatively and maintain positive relationships with vendors, students and staff
- Collect Student Fees/Prepare Deposits
- Manage Student Transportation
- Maintain Copier Inventory
- Assist with Inventory
- Manage on-line auction service
- Maintain complete and accurate records as required by law, district policy and administrative regulations
- Special Projects
- Receiving Duties
- Perform activities that may require stooping, kneeling, crouching, or working overhead.
- Help prepare and distribute bid packages (e.g., public notices, specifications, proposal forms, etc.).
- Promote a favorable image of the Career Center
- Attend district and state professional development events
- General office duties, including but not limited to: answering phones, record keeping, and filing.
- Work collaboratively and effectively, with a willingness to be cross-trained in other departments as required.
- Work under the guidelines of Greene County Career Center's Mission Statement and Goals.
- Actively assist in upholding and enforcing school rules, administrative regulation and Board Policy
- Maintain an acceptable attendance record and be punctual
- Remain free of any non-prescribed controlled substance or alcohol abuse in the workplace at all times
- Perform other specific job-related duties as directed

**DEADLINE:** Open until filled  
Visit <http://www.greeneccc.com/Page/38> for instructions on the application process

**APPLY TO:** Eva Anderson, Treasurer  
Greene County Career Center  
2960 W. Enon Road  
Xenia, OH 45385  
[www.greeneccc.com](http://www.greeneccc.com)