Classification Summary
Processes the acquisition of District instructional materials using established procedures to receive and fill orders for schools and departments. Acts as an information source for products and prices; maintains communications between vendors and purchasers. Involves the use of problem-solving skills when discrepancies between orders and receipts occur. The position may also be responsible for the preparation of new materials and the repair of older items so that they are in a condition acceptable for circulation to schools.

Distinguishing Characteristics
The position is distinguished from other Media Clerks by the emphasis on duties relating to the acquisition of instructional materials used by the District. Tasks the incumbent performs may be focused on processing a specific type of requisition, such as requests for textbooks or requests for non-print materials.

Supervisory Relationships
The position is supervised by the Instructional Materials Coordinator.

Examples of Duties
1. Receive order request from schools. Verify availability of items. Summarize request and prepare batch orders.
2. Type requisitions for vendor orders and route to the Purchasing Department for assignment of purchase order numbers.
3. Communicate with schools to answer questions about status of orders, balance of accounts, or to clarify instructions on purchase requests.
4. Calculate purchase prices and shipping costs for school budget debit. Route purchased items to appropriate school or department. Provide this data to Financial Services.
5. Submit purchase orders to supervisor for authorization of vendor payment.
6. Prepare back-order documents as necessary and file; continue purchase process when orders are received.
7. May assign shipments in need of repair to departments with facilities to provide this service.
8. Maintain product knowledge in area of assignment.
9. Maintain filing system for documentation of activities.
10. May verify contents and document receipt of shipments.
11. May answer the telephone, route calls and take messages.
12. Perform related tasks as required.

Required Knowledge, Skills and Abilities
1. Ability to operate current office technology and equipment (e.g., computer systems, fax, copiers, etc.)
2. Ability to use or learn to use automated data base inventory.
3. Ability to communicate skillfully orally and in writing and to liaison effectively between purchaser and vendor.
4. Ability to acquire knowledge and independent application of departmental procedures.
5. Ability to post data and make rapid and accurate mathematical computations. Ability to apply basic bookkeeping methods.

Minimum Qualifications for Class Entry
1. High school diploma or equivalent.
2. Two years of experience in clerical or secretarial work.
3. Previous training, education or experience in library work, procurement or related field.
Work Environment

Works at the Media Services Center.