

JOB DESCRIPTION

HS/EHS/EHS-CC Administration Procurement Clerk

- 1. LIFT Community Action Agency, Inc.**
- 2. Program: HS/EHS/EHS-CC & Administration**
- 3. Reports To: Fiscal Officer**
- 4. Title: Procurement Clerk**
- 5. Grade: Eight**
- 6. Date: August 2024**
- 7. Approved By: Rebecca Porter, Executive Director** 
- 8. Status: NON-EXEMPT**

JOB SUMMARY:

The Procurement Clerk is responsible for performing central purchasing duties of the agency while working in relations to the purchasing bookkeeper and program staff.

DUTIES AND RESPONSIBILITIES:

1. Complete annual and by-annual master cost comparisons.
2. Work efficiently with program staff for purchase request.
3. Maintain preferred vendor list.
4. Verify vendors and contractors are not debarred.
5. Assist purchasing bookkeeper with bid and RFP process.
6. Purchase supplies, materials, equipment, etc. for programs.
7. Negotiate pricing with vendors.
8. Verify programs have picked up packages from Admin package room.
9. Complete payment vouchers with required documentation.
10. Communicate with program staff regarding delivery.
11. The listed job functions, duties and responsibilities do not necessarily include all activities that the incumbent may perform. Nothing herein restricts management's right to assign or reassign duties and responsibilities to this job at any time.

SUPERVISORY RELATIONSHIP:

The Procurement Clerk reports to the Fiscal Officer and exercises no supervision over other employees.

QUALIFICATIONS:

1. High School Diploma or GED.
2. Knowledge of computers and relevant software applications including MS Office and Internet.
3. Knowledge of grant management guidelines.
4. Knowledge of customer principles and practices.
5. Keyboard and ten-key calculator skills.

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6. Knowledge of basic math skills.
7. Knowledge of budgeting.

KEY COMPETENCIES/REQUIREMENTS:

1. Verbal and written communication skills.
2. Professional personal presentation.
3. Customer services orientation.
4. Information management.
5. Organizing and planning.
6. Attention to detail.
7. Initiative.
8. Reliability.
9. Stress tolerance.
10. Typing skills
11. Calculator skills.

MENTAL AND PHYSICAL DEMANDS/ENVIRONMENTAL FACTORS:

1. Constantly must be able to sit/stand in a stationary position 50% of the time, stoop, bend; walk; talk; hear; use hands to grip, type; reach with hands and arms, occasionally required to stand or walk on uneven surfaces; climb stairs.
2. Frequently must be able to move about inside the office to access file cabinets, office machinery, etc.
3. Frequently must operate a computer and other office productivity machinery, such as a calculator, copy machine, and computer printer.
4. Frequently must communicate with staff and others who have inquiries about the program. Must be able to exchange accurate information in these situations.
5. Occasionally must move/carry items weigh up to 30 pounds

I have read and understand the job description listed above. My questions have been answered. I am fully qualified for this position and can perform the duties as described. I understand that this is not an exhaustive list of all my duties and responsibilities. I understand that Management (and no other) reserves the right to revise this job description as deemed necessary.

LIFT Community Action Agency, Inc. is an Equal Opportunity provider and employer. The functions, qualifications, requirements, and physical demands listed in this job description represent the essential functions of the job, which the employee must be able to perform either

with or without reasonable accommodation. As an equal opportunity provider and employer, LCAA will make reasonable accommodations to enable individuals with disabilities to perform their job duties/functions. The listed job functions, duties and responsibilities do not necessarily include all activities that the employee may perform. Nothing herein restricts management's right to assign or reassign duties and responsibilities to this job at any time. This position is Non-Exempt from the provisions of the Fair Labor Standards Act and its amendments.

I certify that I understand and accept the responsibilities and duties of this position.

Employee Signature

Date

Employee Name (Printed)