

#79995v2

M.A.N.T.E. STAFF JOB DESCRIPTIONS

POSITION: MAINTENANCE SYSTEMS CLERK

REPORTS TO: Purchasing Agent

SUPERVISES: N/A

LOCATION: Board Office

JOB SUMMARY: Ensures the maintenance department's purchasing and financial procedures are followed, database records are maintained and that all systems are consistent with Board Office protocols; as well, provides administrative support to department staff.

DUTIES AND RESPONSIBILITIES:

- Prepares and analyzes tender documents, purchase orders and other material requisitions;
- Monitors budgets and tracks and allocates resources;
- Performs cost accounting analysis and assists in the auditing process;
- Requisitions and distributes supplies and equipment and maintains and monitors inventories;
- Verifies invoices and packing slips against purchase orders;
- Prepares and maintains all necessary systems, reports, records, and files;
- Performs office telephone and/or radio coverage, data entry, and all general secretarial assistance required in support of maintenance department staff;
- Identifies and ensures resolution of any anomalies or discrepancies;

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- Acts as backup to the Purchasing Clerk;
- Performs other related duties as assigned or as required.

QUALIFICATIONS:

- High school diploma plus one year directly related education;
- Excellent computer and keyboarding skills;
- 2-3 years related experience;
- Demonstrated ability to communicate effectively with all levels of staff and the public and to handle confidential information;
- An equivalent combination of education and experience may be acceptable to the Division.

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