

SAN DIEGO CITY SCHOOLS

POSITION DESCRIPTION

TITLE:	Instructional Materials Services Clerk	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Procurement and Distribution	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	SALARY GRADE:	036 OTBS
ISSUED:	February 19, 2003		

BASIC FUNCTION:

Perform a variety of advanced clerical duties related to the ordering of state instructional materials for use in the schools.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

E = Essential Functions

Compile and place annual, interim, and special orders for new and readopted state instructional materials. **E**

Order and maintain proper levels of district reserve materials for series and titles determined to be widely used within the schools. **E**

Order non-adopted items as required for special programs. **E**

Maintain records of materials ordered, received, and distributed to school sites. **E**

Maintain records for each school including budget allotments and balances, enrollment figures, and inventories of materials. **E**

Reconcile ledger accounts with periodic budget printouts. **E**

Work with principals, professional staff in other divisions, the State of California, and publishers as assigned to develop orders and assist in scheduling the timely receipt of materials. **E**

Provide information to schools and support staff on availability of materials, status of orders, and methods for expediting orders. **E**

Contact State Textbook Distribution Office and publishers regarding order changes and discrepancies. **E**

Prepare and distribute handbooks related to the ordering of instructional materials and provide inservice training to school staff as requested. **E**

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

Any combination of training, experience, and/or education equivalent to three years of recent, progressively responsible experience involving fiscal-clerical or statistical work assignments and maintenance of a large inventory or complex record keeping system.

LICENSES AND OTHER REQUIREMENTS:

Typing/keyboarding certificate at a net, corrected speed of 40 words per minute.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

District and state requirements for obtaining materials from the state and directly from publishers.
Reading and writing English communication skills.

ABILITY TO:

Compile and organize large quantities of data and prepare orders for the purchase of instructional materials.

Direct the work of assigned staff.

Operate standard office equipment including microcomputers and related software applications.

Type/keyboard at a net, corrected speed of 40 words per minute.

Establish and maintain effective working relationships with others.

Plan and organize work.

Meet schedules and time lines.

Maintain records on inventories and budget allocations and prepare reports.

Work independently with little direction.

Read, apply, and explain rules, regulations, policies, and procedures.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor, office environment.

PHYSICAL REQUIREMENTS:

Hearing and speaking to exchange information in person and on the telephone; seeing to read, prepare, and proofread documents; sitting for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lifting light objects.

Revised 4.2.04—PeopleSoft

Job Code 7019

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