

*Alder Grove (AG) Charter School is a wonderfully unique and supportive TK-12 charter school in Humboldt County, where the Redwood trees meet the rivers and oceans of far Northern CA. AG truly believes in supporting staff to the fullest so that they have the tools and means to do a great job. AG believes in non-traditional, personalized learning for students and provides an independent study setting, with ample opportunities for tiered support. AG provides voluntary on-campus classes, math, writing, and reading labs, tutoring, field trips, tiered interventions, and breakfast and lunch. Special education services are provided on campus with a student-centered approach. AG truly has a unique, welcoming and inclusive culture for staff, students, and families alike.*

## **Purchasing and Receiving Specialist**

### **Alder Grove Charter School: Job Description**

1.0 FTE (37.5 hours per week)

**Salary Range:** 20.60-32.93/hour (step/rate below)

**Job Qualifications:** The employee must be detail-oriented, have excellent analytical and organizational skills, and the ability to self-initiate work under minimal supervision. The employee must be able to prioritize tasks and shift from one project to another on a daily basis. The employee must possess above average oral/written communication skills and the ability to use those skills to effectively communicate with staff. The employee must possess strong interpersonal skills and professionalism and be able to build and maintain positive working relationships, interact cooperatively with others, and keep confidential information. The candidate will be competent in technology and have experience using Word, Excel, Google Suite, and online programs and have the ability to learn new software as needed.

**Summary of the Job:** Under the direction of the Director or designee, performs a variety of clerical and technical duties to support the ordering department. Specifically assists in Community Partner relations; establishing new Community Partners; approving and processing purchase orders; Email/faxing/mailing purchase orders; matching invoices and payment of materials, supplies and services in accordance with established rules, regulations and legal requirements; Training and supporting staff with ordering procedures and software.

### **Job duties will include:**

- Review, approve, and process purchase orders for fulfillment.
- Receive and process returns.
- Follow up on orders to determine status.
- Process statements and invoices, including credit cards, utilities, reimbursements, and purchases.
- Work with businesses to become approved Community Partners; respond and answer Community Partner inquiries.
- Utilize purchasing and inventory software and maintain accurate inventory.
- Read and write technical Emails.
- Operate typical office equipment such as calculator, copier, computer, scanner, printer, and fax machine.
- Assist in a variety of clerical duties.
- Attend meetings as requested by Director/designee.
- Establish and maintain cooperative and effective working relationships with others.
- Communicate pertinent information in a timely and professional manner.
- Keep current with school communications, policies, and procedures.
- Communicate courteously and effectively with staff.
- Perform related duties as assigned.

**Requirements:**

- High School diploma or equivalent
- Positive attitude, good judgement, sensitive, and responsive
- Working knowledge of office equipment, like printers and fax machines
- Proficiency in the use of Google and MS Office tools
- Excellent time management skills and the ability to prioritize work
- Attention to detail and problem solving skills
- Excellent written and verbal communication skills
- Ability to use of correct grammar, spelling, and punctuation
- Strong organizational skills with the ability to multi-task
- Ability to make simple arithmetical calculations
- Knowledge of ordering management systems and procedures
- Must be fingerprinted with a satisfactory DOJ records check
- TB testing will be required upon employment

**Physical Abilities:**

- Work indoors and sit for long periods of time
- Daily oral and written communication
- Speaking and hearing ability to sufficiently hear over the phone and carry on routine conversations
- Operating a computer, calculator, copier and other equipment that involves repetitive arm and hand movements
- Hand-eye-arm and finger dexterity
- Ability to distinguish between colors
- Visual acuity sufficient to recognize people, words and numbers
- Frequently lift and/or move from fifteen (15) to fifty (50) lbs.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Specialist	
STEP	RATE
1	\$ 20.60
2	\$ 21.12
3	\$ 21.64
4	\$ 22.18
5	\$ 22.74
6	\$ 23.31
7	\$ 23.89
8	\$ 24.49
9	\$ 25.10
10	\$ 25.73
11	\$ 26.37
12	\$ 27.03
13	\$ 27.70

14	\$ 28.40
15	\$ 29.11
16	\$ 29.83
17	\$ 30.58
18	\$ 31.35
19	\$ 32.12
20	\$ 32.93