

CENTRAL MONTANA MEDICAL CENTER
POSITION DESCRIPTION

Position Title	Purchasing Clerk	Grade	
-----------------------	-------------------------	--------------	--

Department	Purchasing	Exempt	
Immediate Supervisor	Support Services Manager	Non-exempt	X
Supervisor next in line	Director of Ancillary Services.	Workweek	40

POSITION SUMMARY

Reviews requests for supplies and other items to assure compliance with purchasing policies and specifications. Reviews catalog and other source materials to obtain information on items for purchase. Compares prices, specification and delivery dates and ensures fair and reasonable agreements.

Continued employment and raises in this position are dependent upon Central Montana Medical Center's fiscal viability and:

- Actions and communications that contribute to a team concept and create a **positive** environment for **all** customers
- Acceptable performance of essential and all job duties
- Acceptable attendance record
- Accountability for safety to self, patients, visitors and all customers, and care of equipment and building
- Adherence to departmental and facility policies and procedures, education requirements, compliance monitoring and reporting, and CMMC Code of Conduct
- Accountability for the consequences of own actions
- Physical and emotional ability to perform essential functions
- Acceptable background investigation results if required for position

Minimum Education, Experience, Licensure, Certification required:

High school diploma or equivalent, 1-year experience in stock and distribution procedures, or combination of education and experience.

ESSENTIAL FUNCTIONS/DUTIES:

(Must be able to perform with or without accommodation)

- 1 Develop and maintain skills in operation and maintenance of Materials Management program.
- 2 Responsible for placing standard and specialty stock orders
- 3 Maintain appropriate stock level in the purchasing storeroom
- 4 Monitor and communicate out of stocks with Distribution Clerk and Manager
- 5 Track and manage backordered items, communicate with Manager
- 6 Keep system records accurate and up to date
- 7 Work reports assigned from inventory system in a timely manner
- 8 Prepares all outgoing freight for shipments
- 9 Sort and post all outgoing mail using automated postage machine
- 10 Aides with all in house printing projects using high-volume copier and other printing tools
- 11 Back up to Receiving & Distribution Clerk as directed by the Support Services Manager.
- 12 Serves frontline customer service to departmental customers
- 13 Communicates with outside departments using phone, email, and other forms of communication.
- 13 Completes tasks and attends meetings as assigned by the Support Services Manager.

Knowledge, Skills, Abilities:

Ability to read, write, perform basic math functions, and follow oral and written directions.
Communication skills to effectively relate to co-workers, physicians, visitors, and the general public.
Ability to adapt to fluctuations in work load, and prioritize tasks under these conditions.
Judgement to seek guidance and direction, when needed, for performance of duties.

CENTRAL MONTANA MEDICAL CENTER
POSITION DESCRIPTION

Position Title	Purchasing Clerk	Grade	
-----------------------	-------------------------	--------------	--

Willingness to assume additional duties and responsibilities when requested.

OCCUPATIONAL EXPOSURE for this position:

	Category I	Direct contact with blood or other bodily fluid to which universal precautions apply
	Category II	Activity performed without blood/bodily fluids exposure, but exposure may occur in emergency
X	Category III	Task/activity does not ordinarily entail predictable exposure to blood/bodily fluids

OTHER EXPOSURE for this position:

	Radiation	
	Noise	
	Other (Specify)	

PHYSICAL DEMANDS:

(Essential functions strength rating for position - see Job Analysis)

	Sedentary	Exert up to 10# occasionally or negligible force frequently
	Light	Exert up to 20# occasionally, < 10# frequently or negligible force constantly
X	Medium	Exert up to 50# occasionally, up to 25# or up to 10# constantly
	Heavy	Exert up to 100# occasionally, up to 50# frequently or up to 20# constantly
	Very Heavy	Exert > 100# occasionally, > 50# frequently or > 20# constantly

I HAVE READ AND UNDERSTAND THIS POSITION/JOB DESCRIPTION, AND HAVE BEEN PROVIDED THE OPPORTUNITY TO ASK QUESTIONS AND RECEIVE APPROPRIATE ANSWERS. I ALSO UNDERSTAND THAT REASSESSMENT OF ABILITIES TO MEET POSITION REQUIREMENTS MAY BE PERIODICALLY REEVALUATED.

Employee's Signature	Supervisor's Signature	Date