

## **SCIENCE MATERIALS MANAGEMENT CLERK**

**DISTINGUISHING FEATURES OF THE CLASS:** The incumbent will be responsible for the management, scheduling, and transportation of science materials and kits to the elementary school science teachers. The incumbent will report to the SSI Coordinator/Elementary Science Mentor but will generally work unsupervised on a daily basis. To perform the duties, the incumbent must be able to use computers to manage and schedule inventory and be physically able to move large numbers of boxes. The position may involve lifting boxes weighing up to 65 pounds. May supervise temporary help hired to construct science kits as necessary.

### **TYPICAL WORK ACTIVITIES:** (Illustrative Only)

- Refurbishes existing science kits;
- Sets up and maintains computerized inventory system for all science materials;
- Sets up and manages a computer scheduling system for the distribution of science materials and kits to teachers throughout the year;
- Orders materials as needed for the maintenance of kits and related science programs;
- Arranges for the delivery and return of all kits and materials to District Schools. Oversees the occasional use of temporary employees;
- Performs related work as required.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

- Good knowledge of personal computer applications;
- Skill in warehouse management;
- Ability to schedule and inventory materials on computerized system;
- Ability to operate computerized equipment;
- Ability to understand and carry out oral and written directions;
- Ability to get along with others;
- Accuracy;
- Good judgment;
- Courtesy;
- Initiative;
- Physical condition commensurate with the demands of the job.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of a high school diploma and one year of experience in warehouse management and scheduling of materials intake and distribution which shall have included computer-related applications.

**SPECIAL REQUIREMENTS:** [A valid NYS Driver's License is required at the time of appointment and for the duration of employment.](#)