



**LOUISVILLE METROPOLITAN SEWER DISTRICT
invites applications for the position of:**

Procurement Clerk (Grade 10)

SALARY: \$17.13 - \$24.63 Hourly
\$35,630.40 - \$51,230.40 Annually

OPENING DATE: 01/12/22

CLOSING DATE: 01/26/22 11:59 PM

JOB SUMMARY:

Assists with the activities involved in procuring goods and services with standardized office procedures. Provides administrative support to the Procurement Department.

ESSENTIAL JOB FUNCTIONS:

Assists in the bid/proposal process to include notifying suppliers/contractors of bid opportunities, preparing information for pre-bid meetings and bid openings, bid calculations, reference checks, etc. Maintains bid schedule and contract list. Maintains purchasing contracts in eB for data integrity. Monitors bid expiration dates and assists with bid renewal process to ensure continuation of assigned contracts. Prepares and tracks contract evaluations and contract renewals. Prepares analytical information for the purchasing staff in preparation for bid letting. Performs general clerical duties to include, but not limited to photocopying, faxing, mailing and filing. Composes correspondence and reports. Schedules meetings. Develops and maintains spreadsheets as required. Maintains hard copy and electronic filing systems. Provides technical and administrative support to the Procurement Department. Creates and maintains supplier/contractor files. Develops spreadsheets from information pulled from SAP. Tracks insurance certificates ensuring they are current. Follows up with vendors for updating records. Assists in researching similar bid and bid results posted by other public agencies and other research projects as requested. Sets up new bids in the MSD Planroom and updates as needed. Assists customers with MSD Planroom. Maintains the security of departmental records and filing systems. Maintains and updates filing systems in Excel. Logs and indexes records to provide status of information. Serves as department liaison for records retention. Assists in the identification and transfer of inactive files. Compiles and distributes requested record files and information. Assists in purchasing low dollar commodities such as business cards and office supplies. Performs other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES NECESSARY TO THE WORK:

Knowledge of administrative techniques and practices; knowledge of SAP; knowledge of basic office equipment; skill in oral and written communication; skill in exercising tact and diplomacy; ability to operate a PC and associated Windows environment software (e.g. Microsoft Office Suite); ability to use eB and other software products; ability to manage multiple priorities; ability to organize work effectively; ability to maintain accurate records; ability to be courteous and helpful under pressure; ability to work effectively under heavy, unpredictable surges in workload.

MINIMUM REQUIREMENTS:

High School Diploma or GED; three or more years of related experience; an equivalent combination of education and experience may be substituted. Must be able to type 35 words per minute. Must possess a valid driver's license. Must have safe work and driving habits.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.louisvillemisd.org>

Position #22-012
PROCUREMENT CLERK (GRADE 10)
MF

700 W. Liberty Street
Louisville, KY 40203

hr@neogov.com

Procurement Clerk (Grade 10) Supplemental Questionnaire

- * 1. What is your highest level of education completed?
 - No H.S. diploma or GED
 - High School Diploma or GED
 - Some college, no degree
 - Associate Degree
 - Bachelor Degree
 - Master's Degree
 - Other Graduate Degree
- * 2. Do you have a valid driver's license?
 - Yes No
- * 3. Can you type at least 35 words per minute?
 - Yes No
- * 4. How many years of related experience do you have relevant to this position?
 - None
 - Less than 3 years
 - 3 years to less than 5 years
 - 5 years to less than 9 years
 - 9 years or more
- 5. How many years of public purchasing experience do you have?
 - None
 - Less than 2 years
 - 2 to 5 years
 - More than 5 years
- * 6. Do you have experience working with the Procurement module of SAP?
 - Yes No
- * Required Question