

## **POSITION #17, TITLE: Procurement Officer**

---

**Direct Supervisor: Finance/Administration Chief**

**Mission: In charge of obtaining materials and supplies needed to maintain the site**

**Qualifications: Purchasing experience preferred. Attention to Detail. Excellent record keeping**

### **POSITION RESPONSIBILITIES**

#### **Initial Action/Planning Phase**

- Review your Position Checklist and check off tasks as they are completed.
- Sign In for EDS shift, obtain credentialing and put on ID badge.
- Attend overall staff briefing.
- Receive assignment-specific briefing from your supervisor.
- Familiarize self with clinic layout and process.
- Familiarize self with all procurement related forms, vendors and available City/Town resources i.e., other schools, storage, departments
- Establish vendor delivery schedule in conjunction with EDS Coordinator and Security

#### **Primary Responsibilities During Site Operation**

- SIGN IN FOR SHIFT
- Oversee procurement of all supplies necessary to the EDS.
- Complete all necessary purchasing/procurement records
- Ensure all forms are completed and legible with signatures
- Notify security of any unscheduled vendor deliveries
- Brief incoming shift replacement
- SIGN OUT

#### **Deactivation Phase**

- Assist with the teardown and re-packing of the assigned area.
  - Ensure all forms have been turned in to the Finance Section Chief.
  - Identify issues for After Action Report.
  - Participate in de-briefing.
-