NORTHWEST IOWA COMMUNITY COLLEGE
SHELDON, IOWA

JOB DESCRIPTION

TITLE: Parts Service Store Associate

DIVISION: Applied Technologies

SUPERVISOR: Dean of Applied Technologies

BASIC FUNCTION: The Parts Service Store Associate will provide for the operation of the Parts Service Store. The Associate will purchase supplies for resale, maintain the proper accounting records, and prepare revolving fund invoices for payment.

QUALIFICATIONS: Required – Graduate of two year accounting or business program, or two or more years of relevant work experience in recordkeeping/booking or retail management. Copies of all academic transcripts should be included. Unofficial copies are acceptable at this time.

DESIRED CHARACTERISTICS:
1. Demonstrate ability on office equipment and various software.
2. Demonstrate skills in recordkeeping and accounting.
3. Demonstrate skills in computation.
4. Demonstrate telephone skills, office etiquette, and interpersonal skills.
5. Demonstrate organizational skills (i.e. filing, billing, purchasing, receiving and stocking of inventory).
6. Demonstrate initiative, decision-making ability, and work with minimum supervision.
7. Demonstrate an ability to prioritize and manage multiple tasks.
8. Work with other staff, faculty, and vendors to meet College deadlines and/or priorities.
9. Demonstrate ability to maintain confidentiality and a commitment to Northwest Iowa Community College.

DUTIES/RESPONSIBILITIES:
1. Maintain shop tickets on all vehicles for all mechanics divisions and college fleet vehicles.
2. Order parts for projects.
3. Maintain inventory, purchase stock for shelves, price, and stock shelves.
4. List receipts and expenditures for use by the Applied Technologies Division.
5. Prepare revolving fund invoices for payment at first of month.
6. Maintain master inventory list of stock in Parts Service Store and take physical inventory at end of fiscal year.
7. Maintain accounts receivable, collect accounts due, and make annual report of outstanding accounts at end of fiscal year.
8. Reconcile cash drawer and prepare monies for deposit.
9. Check in and sign for freight received.
10. Check out vehicles for student use.
11. Maintain a clean area.
12. Check invoices and statements for accuracy.
13. Match items received against the purchase order and invoices and charge to appropriate account.
14. Deposit payments for Collision Repair paint account.
15. Deposit payments for Production Welding projects.
16. Maintain records for all Heavy Equipment and Truck & Diesel equipment.
17. Maintain records for college fleet vehicles.
18. Collect payment from students/employees for personal projects.
19. Prepare monthly statements for staff.
20. Promote the mission of Northwest Iowa Community College in a professional manner.
21. Participate in professional development activities that support the position.
22. Serve on College committees and teams as appropriate.
23. Any other duties that may be assigned by the Dean of Applied Technologies.
GENERAL PHYSICAL ACTIVITIES AND ENVIRONMENTAL CONDITIONS:

PHYSICAL ACTIVITY

N = Not Applicable  O = Occasional (10-33%)  C = Constant (67-100%)
S = Seldom (1-9%)  F = Frequent (34-66%)

F  Stooping: Bending body downward and forward by bending spine at the waist.
O  Kneeling: Bending legs at knee to come to a rest on knee and hands.
F  Crouching: Bending body downward and forward by bending leg and spine.
S  Crawling: Moving about on hands and knees or hands and feet.
F  Reaching: Extending hand(s) and arm(s) in any direction.
F  Standing: Particularly for sustained periods of time.
O  Sitting: Particularly for sustained periods of time.
C  Walking: Moving about on foot to accomplish task, particularly for longer distances.
S  Pushing: Using upper extremities to press against something with steady force in order to thrust forward, downward, or outward.
S  Pulling: Using upper extremities to exert force in order to draw, drag, haul, or tug objects in a sustained motion.
S  Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position to position. (40 lb. boxes)
C  Grasping: Applying pressure to an object with the fingers and palm.
C  Talking: Expressing or exchanging ideas by means of the spoken word either on the telephone or in person.
C  Hearing: Perceiving the nature of sounds.
S  Climbing: Ascending or descending ladders, stairs, scaffolding, ramps, poles, etc.
N  Balancing: Maintaining body equilibrium to prevent falling when walking, standing, or crouching on narrow, slippery, or erratically moving surfaces, such as roofs, catwalks, etc.
C  Repetitive Motion: Substantial movements (motions) of the wrists, hands, and/or fingers.
C  Visual Acuity: View computer and/or close visual work less than 18” of distance.
O  Travel: By means of transportation to on- and off-campus facilities, agencies, businesses, etc. (Both own transportation is needed or NCC provides transportation.)

ENVIRONMENTAL CONDITIONS

A. Exposure to blood or body fluids.
B. Exposure to hazardous chemicals.
C. Subject to atmospheric conditions that may affect the respiratory system or the skin – fumes, odors, dusts, mists, gases, or poor ventilation.
D. Subject to oils – air and/or skin exposure to oils and cutting fluids.

The statements contained herein reflect general details as necessary to describe the essential job duties/ responsibilities and performance expectations of the job, which should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned.
WAGE/SALARY RANGE: $8.70 to $9.70 per hour

APPLICATION CLOSING DATE: Applications accepted until the position is filled; review of applications to begin November 8, 2010.

ANTICIPATED EMPLOYMENT DATE: January 3, 2011

APPLICATION PROCESS: If submitting by mail, allow sufficient time so that it is received by the closing date. Application screening and interviewing will not be done until after the closing date unless noted otherwise.

A Northwest Iowa Community College application form must be completed and submitted by the specified time. A resume may be included, but will not take the place of a fully completed application form. Do not state “See Resume” in place of completing the respective information requested on the application form. Please remember to sign your application. When indicated, copies of all academic transcripts must be included.

SELECTION PROCESS: Applications will be reviewed by the appointed selection committee. Only applicants with completed materials will be considered. Appointments will be scheduled with those applicants selected for interviewing. Interview travel costs are at the applicant's expense unless stated otherwise. All applicants will be notified in writing once the position is filled.

FOR INFORMATION CONTACT: Human Resources Office, Northwest Iowa Community College, 603 West Park Street, Sheldon, Iowa 51201; 712-324-5061, ext. 113, or 1-800-352-4907; or e-mail: sandy@nwicc.edu.