



## City of Loris

### JOB DESCRIPTION

**Job Title:** Purchasing Clerk and Grants Coordinator  
**Department:** Administration  
**Shift:** Full Time, 8 a.m. to 5 p.m., M-F,( Some tasks will require overtime)  
**Reports to:** City Administrator  
**FLSA Status:** Non-Exempt

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

- This position performs professional and administrative work coordinating grant applications and administration.
- Under limited supervision, this position is responsible for a variety of activities related to management of federal, including ARPA funding, State, and other grants, both active and inactive. Reports directly to the Interim City Administrator.
- Purchasing Clerk compiles requests for materials, prepares purchase orders, keep track of purchases and supplies, and handle inquiries about orders. They gather information and records to draw up purchase orders for procurement of materials and services.
- They make sure that what was purchased arrives on schedule and meets the purchaser's specifications.
- Purchasing Clerk responds to customer and supplier inquiries about order status, changes, or cancellations. They also monitor inventory, perform purchasing duties when necessary, and contact suppliers to schedule or expedite delivers. They compare prices, specifications, and delivery dates to assist in determining the best bid, track the status of requisitions, contracts, and orders, and calculate relevant costs.

### QUALIFICATOINS:

- Associate degree and some experience in grant writing, or any equivalent combination of education, training and experience that provides the required knowledge, skills, and abilities.
- Must have experience with computer and office software and be proficient in Microsoft Word, Excel, and Outlook.

**SALARY RANGE:**

- \$36,000.00 annually

**HOW TO APPLY:**

Interested persons should submit an application and resume to: W. Clay Young, Interim City Administrator, Loris City Hall, 4101 Walnut Street Loris, Sc 29569. Applications may be obtained from the Loris City Hall, or download from the City's website, [cityoflorissc.com](http://cityoflorissc.com), This position will remain open until filled.

**The City of Loris is an Equal Opportunity Employer. All applicants will be considered without regards to their age, sex, race, or religion.**

*The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.*

*The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*