

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	Expediter	REPORTS TO:	Purchasing Services Supervisor
DEPARTMENT:	Procurement & Distribution	CLASSIFICATION:	Classified
FLSA:	Non-exempt	SALARY GRADE:	036 OTBS
REVISED:	January 12, 2002		

BASIC FUNCTION:

Expedite deliveries of purchase orders and resolve problems of overdue or incorrect delivery of shipments with vendors; assist Buyers with routine purchasing functions and direct the work of clerical assistants as assigned.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

E = Essential Functions

Contact vendors to discuss delivery due dates and resolve shipment discrepancies. **E**

Assist in resolving credit disputes between vendor and the district. **E**

Obtain telephone price quotations and negotiates price changes as necessary. **E**

Initiate and authorize purchase change order notices including quantity, price, payment terms, delivery dates, etc. **E**

Respond to calls from sites inquiring about deliveries; explains related school district policies, regulations, and procedures. **E**

Act as liaison with supply unit regarding purchase orders for stock items. **E**

Initiate, organize and maintain a variety of records and files. **E**

Generate data base searches to extract a variety of lists, reports and other materials. **E**

Keep informed of federal, state, county, and local laws regulating purchases by school districts. **E**

May direct the work of assigned clerical staff; may compose and prepare letters, bulletins, and other materials.

May arrange for demonstrations and tests of equipment and materials.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

EUCATION AND EXPERIENCE:

Any combination of training, experience, and/or education equivalent to three years of progressively responsible purchasing-clerical experience. The completion of college level courses in business or public administration is desirable, but not required.

LICENSES AND OTHER REQUIREMENTS:

Possession of a valid California driver's license.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Technical aspects of field of specialty.

Standard office computers and related software applications.

Quantity buying techniques and principles, purchasing terminology, sources of supply, and bid and specification writing.

ABILITY TO:

Operate standard office equipment including microcomputers and related software applications.

Communicate effectively orally and in writing.

Establish and maintain effective working relationships with all levels of district staff, vendors and others.

Quickly and independently resolve disputes and purchase order discrepancies with vendors, shipping companies and staff.

Organize diversified data.

Meet schedules and time lines.

Maintain records.

Read, interpret, apply, and explain rules, regulations, policies, and procedures.

WORKING CONDITIONS:

ENVIRONMENT: Office setting.

PHYSICAL REQUIREMENTS:

Hearing and speaking to exchange information; seeing to perform assigned duties; sitting or standing for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lifting light objects.

Revised 3.30.04—PeopleSoft

Job Code 6803

JM