

EXPEDITOR

CLASS SUMMARY

Under general supervision – performs a wide variety of warehousing, purchasing, and inventory control duties; performs related duties as required.

REPRESENTATIVE DUTIES

Follows up on non-delivery of orders within a specific time; corrects errors in delivery, i.e., shortages, overages, non-conformance with specifications; receives copies of purchase orders for all capital equipment, and initiates equipment inventory procedure; makes periodic reviews of all other purchase orders and initiates regular follow-ups on late deliveries; advises Director of Purchasing of “problem” vendors; maintains records of the District’s moveable inventory and assets; upgrades existing records of the District’s moveable inventory and assets; upgrades existing records and performs regular field inspections of moveable inventory; documents all transactions including new purchases, transfers of moveable equipment, deletions of stolen or retired equipment, and any other changes in the status of the existing assets; establishes set procedures for all of these transactions and work with the faculty and staff to insure compliance with such procedures; prepares reports for various departments and outside agencies requiring information about District assets and the reliability of the records.

ORGANIZATIONAL RELATIONSHIPS

This class reports to the Director of Purchasing.

DESIRABLE QUALIFICATIONS GUIDE

Training and Experience

Any combination of training and experience equivalent to graduation from high school and four years of progressively responsible clerical and office experience.

Knowledge and Abilities

Good Knowledge of: office procedures, records and files; English grammar, and spelling’ arithmetic calculations using a calculator; familiarity with stock and purchasing office terminology, education policies and organization. Working knowledge of school district organization and data processing routine.

EXPEDITOR (continued)

Ability to: to read and understand directions, written and oral procedures; learn technical procedures rapidly; make arithmetical calculations and check number work rapidly and accurately; work effectively with business and professional personnel.

Skills: Typing 40 words per minute
Proofreading 70% or above

Licenses: a valid California Motor Vehicles Operator's License.