

Position Description

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Job Title:	Transactional Buyer
Pay Table:	Support
Pay Grade:	10
FLSA Status:	TBD
Job Code:	579
Reports to:	Central Parts & Supply Warehouse Manager

JOB SUMMARY

Under the direction of the Central Parts & Supply Warehouse Manager the Transactional Buyer is responsible for maintaining inventory levels, obtaining quotes, performing quote analyses, making awards, initiating purchase orders, maintaining vendor relations, expediting, fulfillment of warehouse orders/tickets, stocking products, and loading/unloading deliveries/shipments,

ESSENTIAL JOB FUNCTIONS

- Responsible for procurement of inventory and non-inventory items including, but not limited to the following products and categories: Instructional materials, plumbing, HVAC, irrigation, custodial, kitchen & appliance, filters, paper and art supplies, electrical, fire & security, tools and equipment, lumber, lighting, door hardware, safety and first aid, fasteners, furniture, copier/printer parts, sports, food items, etc.
- Obtains quotes for non-inventory items under \$10,000. Ensures all data requirements are met. Performs purchasing tasks in compliance with district and state procurement laws, rules, policies, procedures and procurement best practices. Maintains all documentation.
- Creates requisitions in the district financial system and initiates the generation of purchase orders. Ensures all requisition information is complete and accurate.
- Places orders for inventory items in accordance with existing state and district contracts. Utilizes the district's procurement card when applicable to make purchases. Maintains card documentation and performs reconciliation.
- Expedites the timely receipt of purchased goods. Tracks delivery due dates. Proactively follows up with vendors to ensure products ship and are delivered on time. Reports delays to manager and customers.
- Meets with vendor sales reps to stay informed of industry changes, economic conditions affecting product pricing and availability, and solutions to customer needs.
- Utilizes the district financial system to identify and monitor inventory demand, usage, and trends with the intent of minimizing backorders and obsolescence.
- Maintains inventory levels based on system parameters, forecasts, and economic conditions. Ensures purchases take into consideration vendor lead-times and

- product shelf life.
- Maintains and updates assigned products in the warehouse catalog including descriptions, pictures, part numbers, and other descriptive and important data; and ensures data are entered in the appropriate format.
- Coordinates the addition, deletion, or replacement of contract items with the Purchasing department's contract administrators and informs them of problems with the vendor and services.
- Coordinates space requirements and storage planning with the Receiving department and assists in the resolution of shipping errors, damage, etc.
- Ensures delivered items are received in the district's financial system in a timely manner. Ensures conflicts between purchase order and invoice documents are resolved with the vendor and coordinated with the Accounts Payable department prior to the payment of invoices.
- Pulls customer orders/tickets in a timely manner. Checks for accuracy and stages for delivery.
- Provides walk-in customer and over-the-counter help and services. Assists in the entry of customer orders. Immediately pulls and processes orders for waiting customers.
- Proactively identifies special needs for unique products, repairs, services, and provides assistance in acquisition.
- Provides exceptional customer services and support. Keeps customers informed on the status of orders. Offers suggestions and possible alternatives to enhance cost savings and productivity. Encourages and documents customer suggestions for updating inventory offerings.
- Greets customers and visitors and offers assistance. Answers phone calls. Takes action to resolve the issuance of incorrect and damaged products.
- Utilizes material handling equipment.
- Attends warehouse meetings (Expediting, Inventory Committee, Contract Evaluation, etc.).
- Performs other related duties as assigned.

MINIMUM REQUIREMENTS

- Associate's Degree in a related field (or comparable experience)
- Two (2) years of experience related to the above tasks, knowledge, skills and abilities or an equivalent combination of education and experience.
- Commercial Driver's License (Class B) (May be obtained after hiring.)
- Forklift Certification (May be obtained after hiring.)

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to read, write, and perform basic mathematical calculations
- Knowledge of warehousing policies and practices.
- Knowledge of state and district procurement laws, rules, policies and practice.
- Ability to comprehend verbal and written instructions.
- Proficient in Microsoft office; Outlook, Excel, Word.
- Ability to effectively present information and respond professionally to questions from groups of managers, suppliers or team members.
- Ability to operate trucks, forklifts, pallet jacks, and hand trucks.
- Strong analytical skills.

PHYSICAL DEMANDS

Very heavy work: Exerting in excess of 100 pounds of force occasionally and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects. The work also requires the following physical abilities in order to perform the essential job functions; balancing, climbing, crawling, crouching, feeling, fingering, grasping, handling, hearing, kneeling, lifting, mental acuity, pulling, pushing, reaching, repetitive motion, speaking, standing, stooping, talking, visual acuity and walking.

WORKING CONDITIONS

Employees in this position work in an environment with heavy equipment & machinery that could result in bodily harm to co-workers or others, as well as a dynamic environment that requires them to be sensitive to change and responsive to changing goals, priorities, and needs.

The Davis School District has the right to revise this position description at any time.