

JOB DESCRIPTION
Puyallup School District
Professional Technical Level 16

Instructional Materials
Expeditor

Purpose Statement:

The job of Instructional Materials Expeditor is done for the purpose/s of projecting and acquiring the necessary materials needed by school personnel for instruction, curriculum, materials, printing, workshops, and professional learning, special events and/or meetings; accurately and effectively utilizing proper use of District funds; providing audit trail and reference documentation of purchases; compliance with related bidding regulations; providing accountability for furnishing support to a variety of projects and staff; financial document preparation; project plans and records management; project communications; contract monitoring and expediting assistance with execution of routine contracts; report preparation and submittals; and coordinating invoice processing with the Accounts Payable Department; ensuring the safe and efficient operation of distribution services; providing an up-to-date reference and audit trail for compliance; and delivering completed materials within established time frames.

Essential Functions

- **Works** with department teams and various other departments to ensure coordination of resources to accomplish the needs and support of the district.
- **Works** with leadership and helps plan, organize, and align work priorities to meet and exceed service level objectives.
- **Communicates** proactively and clearly with various teams within department and the district to ensure follow-through.
- **Manages** tasks, timelines, and deadlines with assurance to customers.
- **Contributes** knowledge and expertise of area to department leadership to help guide decision making.
- **Maintains** strict confidentiality of accessible district resources.
- **Collaborates** with department leadership and other teams, locations, and departments.
- **Supervises** and evaluates Instructional Materials employees and itinerant staff.

Expediter Focused Functions

- **Coordinates** a variety of activities (e.g., invoicing, project components, etc.) for the purpose of ensuring delivery of services in conformance with district guidelines.
- **Coordinates** the preparation of curriculum adoptions, annual orders, distribution of materials based on students counts throughout the year (e.g., teacher manuals, student workbooks, assessments, etc.) for the purpose equitable access to curriculum for all students.
- **Projects** and analyzes student and staff counts for the purpose of analyzing and monitoring product and/or service levels, need and availability, as necessary.
- **Negotiates** contracts with vendors for the purpose of securing items and/or services within budget and in compliance with district, state, and/or federal regulations.
- **Inspects** and inventories curricular materials and obsolete items for the purpose of completing orders within requested specifications, quality standards and quantity requirements.
- **Maintains** Instructional Materials Resource Center, equipment, tools, and work areas for the purpose of ensuring a safe working environment and the availability of items within a specific period.

- **Monitors** account balances and related financial activity for the purpose of ensuring that allocations are accurate, related revenues are generated, expenses are within budget limits and/or fiscal practices are followed.
- **Oversees** the development and monitoring of the department budgets for the purpose of implementing short- and long-range district goals.
- **Facilitates** communication and coordination among district staff and suppliers for the purpose of supporting district curriculum needs.
- **Performs** daily management of all materials related documents (e.g., specifications, submittals, communications, request for information, change orders, field authorizations, bid notices, insurance documents, etc.) for the purpose of ensuring compliance with financial, legal, state, or federal requirements.
- **Processes** documents and materials (e.g., bids, purchase requisitions, processes financial data, change order proposals, field authorizations, etc.) for the purpose of disseminating information to appropriate parties.
- **Calculates** resources (e.g., personnel, equipment, supplies, time, etc.) for the purpose of scheduling ordering and delivery operations in coordination with other projects to ensure timely completion of all jobs.

Other Functions

- **Performs** personnel functions (e.g., scheduling, evaluating, supervising, etc.) for the purpose of maintaining adequate staffing, enhancing productivity of personnel, and achieving objectives within budget.
- **Composes** a variety of materials (e.g., workbooks, assessments, directions for distribution, procedures, manuals, ordering forms etc.) for the purpose of efficient distribution of materials, providing written reference and/or conveying information.
- **Collaborates** with leadership to periodically revise standards to best meet the needs of the district's students and staff.
- **Evaluates and responds** to special requests for the purpose of analyzing and monitoring product and/or service levels, need and availability, as necessary.
- **Provides** training for instructional materials resource center personnel for the purpose of meeting safety standards and proper use of equipment.
- **Recommends** to district and non-district customers on concept, materials, cost, design, etc. for the purpose of providing direction and quality products efficiently and within specifications.
- **Assists** other personnel as may be required for the purpose of supporting them in the completion of their work activities.
- **Attends** meetings as assigned for the purpose of conveying and/or gathering information required to perform functions.

Experience Three years job related experience with increasing levels of responsibility is required. Previous experience with purchasing desired.

Education AA Degree or equivalent with prior experience working in a business office, school district environment required.

Job Requirements: Minimum Qualifications

Skills, Knowledge, and Abilities

SKILLS are required to perform single, technical tasks with a need to occasionally upgrade skills to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include operating standard office equipment; planning and managing projects; preparing and maintaining accurate

records; and using pertinent software applications including desktop publishing, performing accounting procedures; and preparing and maintaining accurate records. Verbal articulation of processes and detailed information required. Intermediate writing skills required, using proper English and good grammar (i.e., for personal use and use by others)

Position is responsible to stay current on tools and resources used within major scope of position. Intermediate multi-step calculations required (i.e., fractions, percentages, money, time conversion, basic balancing/reconciliations). Intermediate knowledge of software applications required (i.e., Destiny, BusinessPlus, cash receipting and purchase orders, eSchoolPlus, Absence Management, spreadsheets, formulas).

KNOWLEDGE is required to perform advanced math; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge required to satisfactorily perform the functions of the job includes governmental accounting/bookkeeping principles; and pertinent codes, regulations, policies and/or laws. Specific knowledge required to satisfactorily perform the functions of the job includes concepts of grammar and punctuation, and distribution processes.

ABILITY is required to schedule a number of activities; often gather, collate, and/or classify data; and consider a number of factors when ordering materials. Flexibility is required to work with others in a wide variety of circumstances; and analyze data utilizing defined but different processes. Ability is also required to work with a wide diversity of individuals; and work with data of varied types and/or purposes. In working with others, problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines. Specific abilities required to satisfactorily perform the functions of the job include adapting to changing work priorities. communicating with diverse groups; meeting deadlines and schedules; setting priorities; working as part of a team; and working with frequent interruptions.

Responsibility

Responsibilities include working independently under broad organizational guidelines to achieve unit objectives; directing other persons within a department small work unit; and monitoring budget expenditures. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to have some impact on the Organization's services. Some job duties require intermediate discretion of sensitive information within work group and district (i.e., budgets, student medical, student discipline, assessment data, grades)

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally, the job requires 40% sitting, 30% walking, and 30% standing. The job is performed under some hazardous conditions and in varying atmospheric conditions.

Required Testing

None Specified

Certificates & Licenses

None Specified

Continuing Educ/Training

None Specified

Clearances

Criminal Justice Fingerprint/Background Clearance