



## EXPEDITOR

FC: UA-195  
PG: SEIU-06

PC: 712  
BU: 04  
January, 1997

### DEFINITION

Under general supervision, is responsible for expediting a variety of materials, supplies, equipment and other items for use in the operation of the District's rail transit system; monitoring the status of open purchase orders and maintaining necessary files including appropriate documentation; working closely with Buyers, Storekeepers, and suppliers to ensure prompt delivery of supplies and materials and with District staff to ensure timely processing of invoices and other documents related to the work; performs related work as assigned.

### CLASS CHARACTERISTICS

Expeditor is an entry level professional in the purchasing series. Incumbents perform a wide variety of expediting and product coordination functions to facilitate the delivery and payment of materials, supplies, equipment and other items to provide line managers, supervisors, and staff with the materials with which to accomplish their functions.

### EXAMPLES OF DUTIES

Expedites a variety of materials, supplies, equipment and other items; monitoring the status of open purchase orders and maintaining necessary files including appropriate documentation; working closely with Buyers, Storekeepers, and suppliers to ensure prompt delivery of supplies and materials and with District staff to ensure timely processing of invoices and other documents related to the work; tracks purchase orders, determining the reason for delivery or other problems, and follows up as required; alerts user departments of change in contract status and initiates change orders upon receipt of appropriate funding documents; maintains various files and records, including vendor performance files; inputs information into an on-line computer system; reconciles purchase orders, contracts and invoices, negotiating changes as required; compiles statistical data and prepares periodic and special reports.

Knowledge of:

Basic purchasing and expediting principles and practices; basic business administration and economics as applied to the purchasing function; standard office practices and procedures, including the operation and use of standard office equipment and systems.

Skill in:

Maintaining accurate records and files; preparing clear and concise written reports and correspondence; establishing and maintaining effective working relationships with those contacted in the course of the work; operating an on-line computer system; and translating user requirements into appropriate specifications.

Ability to:

Rapidly learn District organization and policies and procedures.

**MINIMUM QUALIFICATIONS:**

Any combination of college and experience equivalent to graduation from a two year college with major course work in business or public administration, economics, accounting or a closely related field and two years of experience in inventory control, purchasing or accounting support, or similar work which included the maintenance of detailed records and preparation of reports. Graduation from a two-year college is preferred.