

# JOB DESCRIPTION

## Pleasanton Unified School District

### LEAD WAREHOUSE/BUYER

#### **Purpose Statement:**

The job of Lead Warehouse/Buyer is done for the purpose/s of maintaining required inventory levels; assisting in the purchasing of school supplies and equipment; ensuring specifications, quantity and quality of orders are correct; verifying stock and identifying losses; maintaining and organizing warehouse layout; directing the daily activities within the warehouse; and loading and unloading orders.

#### **Essential Functions**

- Cleans warehouse for the purpose of maintaining a safe and sanitary work area.
- Directs the day to day activities and operations for the purpose of ensuring that assignments are completed in a safe, proper and timely manner.
- Drives vehicles as may be required for the purpose of transporting orders and materials to designated sites.
- Loads and unloads delivery trucks for the purpose of receiving stock and/or filling orders for transport.
- Maintains various files and records (e.g. inventory, purchase orders, schedules, requisitions, etc.) for the purpose of documenting activities, and providing materials and reliable resource information.
- Participates in meetings, workshops and seminars for the purpose of conveying and/or gathering information required to perform functions.
- Participates in physical inventories for the purpose of verifying stock and identifying losses.
- Prepares a variety of reports, records and/or files related to assigned activities and personnel for the purpose of documenting activities and/or conveying information.
- Prepares bids (e.g. school supplies, furniture, list of vendors, invoices, etc.) for the purpose of providing store items that meet the districts requirements.
- Processes report requests, documents, mail, deliveries and/or materials for the purpose of disseminating information and/or materials to appropriate parties.
- Receives stock and non-stock items for the purpose of ensuring specifications, quantity and quality of orders are correct.
- Researches discrepancies on orders (e.g. overages, shortages, duplicate deliveries, etc.) for the purpose of correcting errors and/or returning damaged/incorrect items to vendors.
- Responds to inquiries of staff and vendors for the purpose of providing information and/or direction regarding the invoices, billing, status of deliveries, etc.
- Stocks equipment and supplies for the purpose of maintaining required inventory levels.
- Unloads stock and non-stock items for the purpose of distributing shipments to assigned site locations and/or individuals.

#### **Other Functions**

- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.

**Job Requirements: Minimum Qualifications**

**Skills, Knowledge and Abilities**

SKILLS are required to perform single, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: adhering to safety practices; operating equipment used in warehouse operations; operating standard office equipment including pertinent software applications; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; 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: method and procedures used in warehousing and delivery of supplies and equipment; purchasing fundamentals; and warehouse safety practices and procedures

ABILITY is required to schedule a significant number of activities, meetings, and/or events; gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with a variety of data; and utilize a variety of job-related equipment. 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; and problem solving with equipment is moderate. Specific abilities required to satisfactorily perform the functions of the job include: adapting to changing priorities; meeting deadlines and schedules; setting priorities; physical stamina; and communicating with diverse groups.

**Responsibility**

Responsibilities include: working under limited supervision using standardized practices and/or methods; directing other persons within a small work unit; and monitoring budget expenditures. Utilization of some 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.

**Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling; some climbing and balancing; frequent stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 20% sitting, 30% walking, and 50% standing. The job is performed under minimal temperature variations and a generally hazard free environment, and in a clean atmosphere.

**Experience** Job related experience with increasing levels of responsibility is required.

**Education** Targeted job related education that meets organization's prerequisite requirements.

**Required Testing**

Pre-employment Proficiency Test

**Certificates & Licenses**

Valid Driver's License & Evidence of Insurability  
CPR/First Aid

**Continuing Educ. / Training**

None Specified

**Clearances**

Criminal Justice Fingerprint/Background Clearance  
TB Clearance

**FLSA Status**

Non Exempt

**Approval Date**

**Salary Grade**

Classified 30