



JOB DESCRIPTION

TULARE JOINT UNION HIGH SCHOOL DISTRICT
426 North Blackstone, Tulare, CA 93274



Warehouse/Purchasing Agent

Revised 7/11

DEFINITION

Under the direction of the Director of Facilities, properly maintains, operates, and carries out the duties and procedures related to the effective operations of the district warehouse. In conjunction with the school district Business Department, maintains adequate supplies in stock to satisfy the needs of the district; and other related duties as required.

EXAMPLES OF DUTIES/ESSENTIAL FUNCTIONS

- Receive, catalog, and inspect parcels and shipments for shortage or damage. E
- Prepare parcels and supplies for delivery and deliver materials in a timely fashion. E
- Coordinate the transfer of textbooks and other school materials with the district librarians, textbook clerks, and other district staff. E
- Drive a district vehicle. E
- Post and record warehouse transactions. E
- Prepare and submit periodic inventory reports to the Business Department. E
- Rotate and organize warehouse material and stock throughout the year. E
- Maintain warehouse in an orderly and clean manner. E
- Prepare simple bid and quotation documents. E
- Assemble furniture and equipment when received, if necessary. E
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS

Education

High School Diploma or equivalent

Experience

Two years experience in Warehousing and Warehousing procedures

Licenses and Other Requirements

DOJ and FBI Fingerprint clearance

TB Test documentation within the last four years

Valid California Driver's License

KNOWLEDGE AND ABILITIES

Knowledge of

- Methods of preparation for bid and quotation documents.
- Procedures for requisitioning and receiving supplies.
- Storing and cataloging supplies.
- Inventory control.
- Electronic mail, word processing, spreadsheets, and database.
- General office equipment usage such as fax machine, copier, and computer.
- Proper lifting techniques.
- Basic record-keeping techniques including maintaining records on a computer system.
- Basic math.

Ability to

1. Maintain orderly records.

2. Work independently with minimal supervision.
3. Negotiate prices with vendors.
4. Plan and organize work.
5. Establish and maintain cooperative and effective working relationships with teachers, administrators, and other district staff.
6. Observe legal and defensive driving practices.
7. Operate a forklift safely.
8. Lift heavy packages and boxes appropriately.
9. Perform arithmetic calculations quickly and accurately.
10. Understand and follow oral and written directions.
11. Communicate effectively both orally and in writing.
12. Perform duties effectively and timely.
13. Establish and maintain cooperative and effective working relationships with others.
14. Ability to plan, organize and schedule work.

PHYSICAL DEMANDS AND WORKING CONDITIONS

Environment

- Indoor/outdoor environment subject to changing conditions and temperatures exceeding 90 degrees at times.
- Driving a vehicle to conduct work.
- Regular exposure to fumes, dust, odors, heights, and loud noises.
- Work around machinery and motorized equipment.
- Work in a shop/warehouse.
- Changing priorities and interruptions.

Physical Demands

- Standing and walking for extended periods of time.
- Occasional bending, kneeling, or crouching.
- Reaching overhead, above the shoulders and horizontally.
- Lifting, carrying, pushing, and pulling object(s) weighing up to 75 pounds.
- Dexterity of hands and fingers to operate specialized hand and power tools and equipment.
- Clarity of vision at varying distances to perform various work assignments.
- Verbal, auditory, and written capabilities to effectively communicate in an articulate manner.
- Auditory capabilities to listen to directions.
- Continuous hand-eye coordination and manipulation of large and small objects.
- Perform physically demanding work.
- Requires driving a vehicle and forklift to conduct work.