

EXPEDITOR

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class is responsible for expediting the delivery of goods and services purchased through the Ulster County Purchasing Department. The work is performed under general supervision of the Director of Purchasing, Deputy Director of Purchasing or other managerial employee. The employee is allowed some leeway for the exercise of independent judgment in deciding work details. Supervision may occasionally be exercised over clerical employees. Does related work as required.

TYPICAL WORK ACTIVITIES: The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as, other related activities not described.

Receives complaints from operating departments when purchased goods and services are delayed or otherwise not satisfactory;

Prioritizes complaints and establishes a schedule for resolving them;

Calls vendors who are the subject of complaints to remind them of their contractual requirements and accelerate the delivery of purchased goods and services;

Reports to supervisors on vendor performance and makes recommendations regarding renewal of contracts;

Researches and reports on vendor performance;

Conducts routine correspondence with vendors;

Meets with vendors to review their performance and suggest areas for improvements;

Meets with representatives of operating departments to identify their concerns and problems in the purchasing area;

Performs, on occasion, tasks normally associated with the position of Buyer.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Working knowledge of government purchasing practices and procedures; working knowledge of the specific needs of County departments for central purchasing services; ability to deal effectively with employees of the County's operating departments and with vendor representatives; ability to aggressively represent the County's interests in dealing with vendors; ability to prepare narrative and tabular reports and correspondence; ability to organize and prioritize work; ability to operate a typewriter, computer terminal and other office machines (the ability to type at the rate of thirty-five (35) words per minute is not a requirement of an employee in this position); ability to get along well with others; ability to follow oral and written directions; ability to read and understand technical written material such as might be found in specifications and vendor catalogues.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and two (2) years of experience as an expeditor, specification writer, buyer or in a similar position in the purchasing field.

Note: Study at a regionally accredited college or university with a minimum of thirty (30) semester credit hours, may be substituted for one year of the above experience. At least fifteen (15) of these credits should be in one, or a combination, of the following areas: business administration, accounting, purchasing or related field.

Special Requirements: Candidates must indicate keyboarding ability; i.e., courses in typing or skilled keyboarding work experience.

ULSTER COUNTY
3100 EXPEDITOR
Classification: Competitive
Grade: 9
Union: CSEA

Adopted: September 10, 1986
Revised: January 28, 1999
Revised: May 19, 2011