



Job Title: Purchasing Inventory Analyst – 12 Months

Reports to: Director of Materials Management
Department: Materials Management
Grade: CA-13
Number of Days: 12 Months
Security Access: ESC
Current Date: January 6, 2014
Overtime Status: Non-Exempt

Position Summary: Handles inventory issues and replenishments for multiple stockrooms. Coordinates data input and document output for all warehouse stockrooms. Maintains database and manages reporting for all sites.

Qualifications/Job Requirements:

Education: Junior college hours, some accounting OR

Experience: Six years business office experience/purchasing experience

Other:

- Proficiency in MS Excel required
- Excellent organizational, written and oral communications skills required
- Good accounting skills, meticulous attention to detail
- Proficient in the use of MUNIS financial management software desired

Duties and Responsibilities:

- Manage warehouse inventory system including regular issues, prefilled orders, purchase orders and receipts of warehouse stock and replenishment. Create adds/changes/deletes, credits/adjustments as necessary to maintain and control accuracy of the warehouse inventory.

Issues:

- a. Confirm accuracy of updates.
- b. Research and resolve discrepancies

Replenishment:

- a. Determine economic order quantities
- b. Prepare bids/quotes
- c. Evaluate responses and make recommendations for purchase
- d. Create purchase orders on-line
- e. Expedite delivery
- f. Coordinates the evaluation/testing of new products

- Answer inquiries from warehouse, schools and vendors regarding questions they may have on inventory/purchase orders/warehouse inventory RQs and resolve discrepancies.
- Assures that suppliers deliver as contracted, investigates field questions/problems with materials, and arbitrates discrepancies.
- Train inventory stockroom owners/users in proper processes.
- Interprets district bidding and purchasing procedures to vendors and staff.
- Maintains sound relations with vendors and works with them to improve value of items purchased while seeking to develop new and improved sources of supply.
- Demonstrates effective communication skills and diplomacy with all levels of personnel.
- Utilizes sound purchasing practices and adheres to strict code of ethics.
- Displays objectivity as well as good organizational and exceptional analytical skills.
- Performs other tasks as assigned by the Director of Materials Management.

Tulsa Public Schools is an equal opportunity employer offering employment without regard to race, color, religion, gender, national origin, age, sexual orientation, or disability. This job description summary does not imply that these are the only duties to be performed. This job description is subject to change in response to funding variables, emerging technologies, improved operating procedures, productivity factors, and unforeseen events.