

Jordan School District
EDUCATION SUPPORT PROFESSIONAL JOB DESCRIPTION

Job Title:	Travel Buyer (M96)	Job Family:	8
Department:	Purchasing Department	Lane Placement:	11
Supervisor's Title:	Director of Purchasing	Contract:	242 Days
FLSA Classification:	Non-Exempt	Hours per Day:	8
Original date:	07/13	Revised:	06/25
		Revised:	

GENERAL FUNCTION

Under the supervision of the Director of Purchasing, the **Travel Buyer** approves, researches, schedules and procures travel arrangements for District employees and student clubs or teams. Travel arrangements may include airfare, hotel, chartered buses, conference registration, ground transportation and any other travel arrangements needed for in-state or out-of-state travel. Incumbent provides exceptional customer service to potential travelers by professionally communicating estimates and options available for various travel needs. Researches travel requests and provides solutions to travel-related problems or needs.

The incumbent is responsible to follow all policies and guidelines as detailed by District policy.

ESSENTIAL FUNCTIONS

- Research, schedule and procure travel arrangements for District employees or student clubs/teams at the lowest possible fares and according to District policy. Travel arrangements include airfare, hotel, conference registration ground transportation and any other travel arrangements needed for in-state and out-of-state travel. Negotiate with preferred vendors to maximize savings for the District.
- Incumbent provides exceptional customer service to potential travelers by professionally communicating estimates and options available for various travel needs.
- Approve travel requests while ensuring the proper coding is used, follow through on pre-paid travel expenses, verify correct pricing and oversee post-travel expense reimbursements are accurately tracked.
- Follow District policies and procedures, to ensure productivity, accuracy of work, invoicing, etc.
- Research and provide solutions to travel-related problems that travelers may have experienced with arrangements provided.
- Maintain a favorable working relationship with all other District employees to foster and promote a cooperative and harmonious working climate which will be conducive to maximum employee morale, productivity and efficiency/effectiveness.
- Assist the director in writing policies and procedures, developing more useful forms and streamlining travel practices.
- Procure service contracts to be used for both in-state and out-of-state travel requests. Manage the contract to ensure compliance with pre-determined rates and variable costs.
- Procure student travel insurance for groups and individuals of the District.
- Accurately track in-state hotel travel expenditures and submit refund requests from the Utah State Tax Commission.
- Provide excellent customer service for individuals and groups that travel for educational experiences and professional development opportunities.
- May require occasional work outside of regular work hours to assist travelers who have immediate need of help to resolve urgent issues.
- Provide assistance to the senior travel buyer in their duties as assigned.
- Represent the District in a professional, ethical and positive manner.
- Create and maintain a clean and organized office environment.
- Maintain records and required information in a secure location. Maintain confidentiality of all employee and student information.
- This position requires punctual and regular daily attendance at work location.

NON-ESSENTIAL FUNCTIONS

- Other duties as assigned.

- This description should not be construed to contain every function/responsibility that may be required to be performed by an incumbent assigned to this position.
- Incumbent is required to perform other related functions as assigned. Other related functions can be performed for no more than 20% of an employee's normal workweek (i.e. eight (8) hours per week, or thirty-two (32) hours per month).

QUALIFICATION REQUIREMENTS

- Incumbent must be fingerprinted and clear a criminal background check.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the education, knowledge and experience requirements; the machine, tools and equipment used; and any licenses or certifications required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

Minimum Job Qualifications:

- Requires a High school diploma, GED or equivalent as reviewed by the Department of Human Resources. Verification may be requested.
- Requires an Associate's degree in business or related field plus two years of direct travel purchasing related work or an equivalent combination of education and directly related work experience.
- Requires knowledge of travel reservation systems and experience using those systems. Experience as a travel agent booking groups a plus.
- Requires a variety of problem-solving skills.
- Requires ability to effectively communicate, both orally and in writing, with clarity of form and structure.
- Requires knowledge of travel purchasing policies and procedures.
- Requires verified computer skills, especially using airline reservation software, Microsoft Office and Google software. Requires excellent interpersonal skills. Interacts with District and school personnel, District administrators, vendors, hotel representatives, etc. Requires ability to build rapport with all stakeholders.
- Must demonstrate and exercise good judgment in dealing with other departments and schools to foster trust and cooperation. Requires attention to detail, concentration, speed and accuracy despite frequent interruptions. Some stress arises from the requirement to meet multiple deadlines.
- Must be self-motivated and proactive in completing tasks with minimal direction.
- Experience with Skyward Financial software a plus.

NOTE: The Administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior work experience and availability of formal training programs, some exchanges can be made between training and experience.

Machines, Tools & Equipment Used:

- Standard office equipment and machines (e.g. computer, fax and copy machine).

Physical Requirements – Not limited to the following:

- While performing the duties of this job, incumbent is regularly required to speak and/or hear. Is frequently required to sit; stand; walk; may occasionally reach with hands and arms and stoop, kneel, or crouch. Is occasionally required to use hands to handle or feel.
- Must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds.
- Specific vision abilities required by this job include close vision, color vision and depth perception.

- Occasional (0-33%) Frequent (34-66%) Constant (66-100%)
- Physical ability to perform the essential functions listed above with or without reasonable accommodation.
- Possess the physical, mental and emotional stability to work under stressful condition, including but not limited to: deadlines, contract requirements, inspection requirements and interaction with critical personnel.

NOTE: *This list of essential and marginal functions and of physical requirements is not exhaustive and may be supplemented in accordance with the requirements of the job.*