



**Position Title:** Buyer

**Reports to:** Director of Business Operations (DBO)

**FLSA Status:** Exempt

**Schedule:** Full Time / Salary

**Salary:** \$65,000

**Benefits:** Sick and annual leave; paid holidays commensurate with the Federal holiday schedule. Health insurance stipend (\$6,000.00 per year). 401 available with 3% match.

**Summary:**

Joshua Tree National Park Association (JTNPA), the primary non-profit partner for Joshua Tree National Park, seeks a Buyer. This position is open and may be filled immediately. As the park has experienced unprecedented growth in the past several years which has translated to correlating growth and increased demands on JTNPA, the ideal candidate must be able to work in a fast-paced, growth-oriented environment with a heavy visitor services/retail focus. Working closely with and reporting to the Director of Business Operations, this position procures inventory for the 6 Park Stores/Visitor Centers that are operated by the JTNPA; identifies products that can be sold in the facilities; maintains a relationship with the vendors and wholesalers; introduces product through multi-person process; maintains purchase orders and invoices through the accounting program; oversees 2 inventories per year; and manages a staff of 2. This position is entirely onsite, with no remote work considered.

**Essential Duties and Responsibilities:**

1. Research and identify possible products to be sold in visitor centers based on guidelines for a cooperating association. Products will be presented to the DBO, and after acceptance, will be processed through the Executive Director, the Park's Chief of Interpretation, and finally the Superintendent. All products will be purchased in quantities that will ensure visitor availability.
2. Maintain a strong working relationship with vendors.
3. Maintain a strong working relationship with wholesalers.
4. Keep track of sales and identify and remove items that are not performing.
5. Produce purchase orders and process invoices received into the accounting program for payment (with Assistant Buyer).

6. Oversee June and September full physical inventory in the warehouses and the stores.
7. Maintain appearance of warehouses, insuring easy distribution of product (with Inventory Merchandiser).
8. Maintain park store/visitor center presentation with help from Assistant Buyer, Inventory Merchandiser, and Visitor Services Manager.
9. Identify monthly specials based on season and product availability.
10. Ensure that Inventory Merchandiser and Assistant Buyer are working at their full ability, including scheduling, training, writing annual reviews, and managing performance expectations and outcomes.
11. Must be punctual and be willing to work M-F from 6:30 a.m. to 3:00 p.m., with occasional evenings and weekends as needed.
12. Other duties as assigned.

**Supervisory responsibility:** Yes

**Qualifications:**

To perform successfully in this position, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Skills and Abilities**

Knowledge of interpretive merchandise within the guides of the cooperating associations guidelines. Effective interpersonal communication skills.

Working knowledge of and proficiency in email, Word, Outlook, Excel, and QuickBooks accounting.

Effective interpersonal communication skills.

Ability to operate telephone system, calculator, keep current files and back-up files.

**Education and/or Experience**

High School diploma or general education degree. Several years related experience and/or training; or equivalent combination of education and experience. **MUST HAVE EXPERIENCE.**

**Language Skills**

Ability to effectively present information and respond to questions from NPS personnel and the general public. Ability to compose routine correspondence and/or review correspondence for typographical errors.

**Mathematical Skills**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rates, ratios, and percentages.

**Certificates/Licenses/Registrations:**

Must possess a current California State Driver's License. Must be able to pass a Federal background check.

**Physical Demands:**

The physical demands described here are representative of those that must be by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this position, the employee is regularly required to sit, stand, talk, and hear. The employee is required to spend prolonged periods of time working at a computer station. The employee is required to walk and to reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required in this position include depth perception and the ability to adjust focus.

**Work Environment:**

The work environment characteristics described here are representative of those encountered by an employee while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is generally performed in an office environment, usually under normal office temperatures. Occasionally higher than normal temperatures will be experienced. Noise levels in the work environment are usually moderate to loud, depending on time of day or year.