

ISSUED: 6/93

TITLE: Buyer I

SALARY

8/91 & 3/88
CLASS

SCHEDULE: B

CODE: PN309

UNION: P&A, Local 1979, U.A.W.

SALARY

EEO

GRADE: 10

CODE: 30

FLSA: Non-Exempt

E-

CLASS: PN

POSITION PURPOSE

Procure standard catalogue goods and services following established policies and procedures to ensure fair price, quality and timeliness for the entire University community. Some specialized knowledge of purchasing principles and ethics is expected of the Emergency Purchase Order Buyer in the procurement of specific commodities.

ESSENTIAL JOB FUNCTIONS

- Procure standard catalogue goods and services for various departments University-wide. Receive, evaluate and process requisitions in accordance with established University policies and procedures. Review and prioritize requisitions; place orders and determine delivery dates.
- Verify, obtain or prepare specifications. Negotiate with selected vendors; solicit competitive bids, analyze price quotes and conduct cost analyses.
- Review and evaluate existing vendor performance. Research, identify and secure new vendor and product sources. Interview sales representatives. Attend conferences, seminars and trade shows; conduct on-going market research and keep abreast of new practices and trends through applicable publications.
- Review and amend invoice, payment and credit problems with vendors. Resolve delinquent payments. Follow-up on back orders, expedite delivery of orders and/or make special arrangements for delivery to requisitioners.
- Serve as liaison to academic and administrative personnel University-wide; provide guidance and general information regarding established purchasing policies, practices and regulations; answer questions and resolve problems.
- Establish and maintain purchase order log and/or inventory; maintain current filing system on pricing and vendors to ensure immediate and accurate access of information.
- Perform related work as assigned.

ADDITIONAL COMMENTS

This classification level should possess some specialized knowledge of purchasing principles and ethics in the procurement of standard catalogue item goods and services. Work activities include processing requisitions, researching products, clarifying specifications, providing follow-up on back orders, selecting vendors and keeping current on procurement practices. This level functions as an Emergency Purchase Order Buyer and may be responsible for purchasing specific commodities, i.e. art and drafting supplies, photographic equipment, printing materials, etc. This classification level has total authority for the procurement of equipment and supplies up to \$2500.00 per order. Substantial contact is made with University requisitioners and vendor representatives. This classification is typically assigned to the Department of Purchasing within the Division of Fiscal Operations. This classification receives work direction and guidance from either a senior level Buyer or a management level position.

MINIMUM QUALIFICATIONS

- Graduation from a accredited college or university or an equivalent combination of education and/or experience. Coursework in business administration, marketing or materials management preferred.
- Some knowledge of purchasing principles and ethics.
- Knowledge of University policies and procedures.
- Some knowledge of accounting principles.
- Strong oral and/or written communication skills.
- Knowledge of source selection and commodity markets.
- Strong decision making skills; ability to work independently.
- C.P.M. certification desirable.
- Typically, incumbents have held positions such as Assistant Buyer or Purchasing Clerk.