

TITLE: Buyer II **SALARY SCHEDULE:** B **ISSUED:** 6/93
UNION: P&A, Local 1979, U.A.W. **SALARY GRADE:** 12 **CLASS:** 8/91 & 3/88
FLSA: Non-Exempt **EEO CODE:** PN310
E-CLASS: PN

POSITION PURPOSE

Procure large group commodities and services following established policies and procedures to ensure fair price, quality and timeliness for the entire University community. Specialized technical knowledge and expertise of purchasing principles and ethics is required in the procurement of one or more diversified commodity assignments.

ESSENTIAL JOB FUNCTIONS

- Procure large group commodities and services for various departments University-wide. Receive, evaluate and process requisitions in accordance with established policies and procedures. Review and amend contracts as required.
- Prepare complex specification for major contracts and large scale purchases. Negotiate with selected vendors. Solicit competitive bids and quote solicitations and determine conformance with University purchasing policy, State or negotiated contracts. Conduct cost and value analyses for new or present commodities.
- Review and evaluate existing vendor performance. Research, identify and secure new vendor and product sources to determine reliability and quality to maintain state of art technology. Recruit new vendors through on-site visits, e.g. minority 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 payment. Follow-up on back orders, expedite delivery of orders and/or make special arrangements for delivery to requisitioners.
- Prepare statistical reports and analyses as requested. Participate in special projects and/or assignments, e.g. back-up to Emergency Purchase Order Buyer to support the overall goals and mission of the department.
- Establish and maintain purchase order log and/or inventory; maintain current filing system or reference library on pricing and vendors to ensure immediate and accurate access to information.
- Perform related work as assigned.

THIS DESCRIPTION IS INTENDED TO INDICATE THE KINDS OF TASKS AND LEVELS OF WORK DIFFICULTY THAT WILL BE REQUIRED OF POSITIONS THAT WILL BE GIVEN THIS TITLE AND SHALL NOT BE CONSTRUED AS DECLARING WHAT THE SPECIFIC DUTIES AND RESPONSIBILITIES OF ANY PARTICULAR POSITION SHALL BE. IT IS NOT INTENDED TO LIMIT OR IN ANY WAY MODIFY THE RIGHT OF ANY SUPERVISOR TO ASSIGN, DIRECT AND CONTROL THE WORK OF EMPLOYEES UNDER THEIR SUPERVISION. THE USE OF A PARTICULAR EXPRESSION OR ILLUSTRATION DESCRIBING DUTIES SHALL NOT BE HELD TO EXCLUDE OTHER DUTIES NOT MENTIONED THAT ARE OF SIMILAR KIND OR LEVEL OF DIFFICULTY.

ADDITIONAL COMMENTS

This senior classification level should possess sufficient specialized or technical knowledge of and experience with purchasing principles and ethics in the procurement of one or more large scale and/or diversified commodity assignments. Work activities include purchasing, expediting and researching products, clarifying specifications, reconciling complex problems, providing follow-up on backorders, soliciting vendors, e.g. minority representatives, and keeping current on procurement practices. This classification demands the exercise of considerable independent action coupled with technical expertise in the procurement of large group commodities, e.g. audio-visual equipment, business machines, etc. This classification level has total authority for the procurement of requested materials, equipment and supplies up to \$2500.00 per order. Substantial contact is made with University requisitioners and vendor representatives. This classification is assigned to the Department of Purchasing within the Division of Fiscal Operations. This classification receives work direction and guidance from a management level position.

MINIMUM QUALIFICATIONS

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