

# AgriLife Classification Description

Last Updated: 4/17/02

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BUYER I  
11/01/01

## SUMMARY

**General Description:** Performs entry-level procurement of goods and services for assigned academic, research, and service department(s) at a University level within the Division of Finance.

## DUTIES

**Typical:** Procures goods and services; prepares specifications; solicits and evaluates bids; issues purchase orders according to proper policies and procedures; interviews sales representatives and evaluates vendor performance; assists departments in obtaining information on products requested and in the preparation of specifications; maintains documentation of all buying transactions; reviews and monitors all incoming requisitions; stays abreast of current policies, regulations, rules and laws regarding procurement of goods and services and keeps customers informed of such; performs related duties as required.

## SUPERVISION

**Received:** General instruction and periodic review from administrative supervisor.

**Given:** None.

## EDUCATION

**Required:** Bachelor's degree or any equivalent combination of training and experience.

**Preferred:** Bachelor's degree in accounting.

## EXPERIENCE

**Required:** Some experience in purchasing or related business experience.

**Preferred:** Experience in higher education.

## LICENSES, CERTIFICATES OR REGISTRATION

**Required:** None.

**Preferred:** Professional certification.

## KNOWLEDGE, ABILITIES AND SKILLS

**Typical:** Excellent oral and written communication and customer service skills. Ability to comprehend and apply rules and regulations. Use of standard office equipment, microcomputers and terminals in a mainframe environment.