

AgriLife Classification Description

Last Updated: 4/17/02

9323
BUYER II
11/01/01

SUMMARY

General Description: Performs complex procurement tasks 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; provides technical guidance to buying team to ensure compliance with professional and departmental standards; 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, confirming orders; assists in policy and procedural compliance issues; assists in formulating new procedures; serves as a resource in solving customer or vendor problems; researches discrepancies and reports findings; 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.

Preferred: Bachelor's degree in accounting.

EXPERIENCE

Required: Two years 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; customer service and problem-solving skills. Ability to comprehend and apply rules and regulations. Practical knowledge of governmental and higher education operations in specialized field. of standard office equipment, microcomputers and terminals in a mainframe environment.