

## AgriLife Position Description

Last reviewed: 04/20/06

9433  
PURCHASING MANAGER  
08/11/99

### *SUMMARY*

**General Description:** Manages the Purchasing and Disbursements Department of the Texas Agricultural Experiment Station.

### *DUTIES*

**Typical:** Develops and administers policies and procedures to assure compliance with applicable federal, state, and System rules and regulations regarding purchasing; audits unit purchase orders; administers solicitation of bids and electronic posting of purchases in excess of \$25,000 for all TAES units; manages vendor relations for TAES, including vendor orientations, qualifying vendors, Historically Underutilized Business program, researching available products and services and pricing structures, and resolving unit problems with vendors; coordinates purchasing activity reports, such as the Minority Vendor Report and Non-resident Bidders report; coordinates purchasing related functions with other fiscal activities such as disbursements, management information, contracts and grants; serves as Historically Underutilized Business (HUB) Coordinator for the Experiment Station; purchases goods and services required for the administrative offices of the vice chancellor for agriculture, COALS and TAES; supervises the fleet management program for the Experiment Station including training of unit fleet managers, managing credit and gasoline cards and the alternative fuel program; trains TAES unit purchasers and users on purchasing procedures; other essential job related duties as required.

### *SUPERVISION*

**Received:** Supervises senior buyer, buyer, staff assistant, and student workers.

**Given:** Occasional review of work from assistant director for fiscal affairs.

### *EDUCATION*

**Required:** Bachelor's degree in business administration or a related field and three years purchasing experience in a governmental environment.

### *EXPERIENCE*

**Required:** Five years purchasing experience in a governmental environment and Certified Purchasing Manager certification.

### *KNOWLEDGE, ABILITIES AND SKILLS*

**Required:** Use of personal computer and other standard office equipment.