

Sul Ross State University

Position Description

Official Title: Buyer

Salary Group: 8

Job Code: 4031

Summary

Function: Provides technical expertise and assumes some administrative duties in procurement of supplies, materials, equipment, and services. Responsible for processing orders in accordance with University Policy and State Rules and Regulations.

Scope: Manages clerical work flow; researches sources, and contacts vendors in the purchase of large volumes of various items from outside sources for the University.

Duties

Essential: Assigns and reviews work of small clerical staff; processes incoming requisitions; obtains bids for goods and services; determines best source for goods and services; places orders; maintains accounts records; traces late orders; assists departments in preparing requisitions; processes completed orders for payment; operates computer and other office equipment. Provides back-up duties in the absence of other buyers. Responsible for personal safety and the safety of others; must exercise due caution and practice safe work habits at all times.

Non-Essential: Duties unique to the particular department and other duties as assigned.

Supervision

Received: Broad instructions on policy and procedure; work routinely reviewed by department head.

Given: May supervise students and other classified employees.

Education

Required: High school graduate with business courses or equivalent.

Preferred: Bachelor Degree in Business or related field

Experience

Required: One to Three years experience or training in procurement or related field.

Preferred: Four years experience in procurement, preferably in a state purchasing system.

Equipment/Skills

Required: Good communication skills. Standard office machine and computer skills.

Preferred: Familiar with automated purchasing systems.

Working Conditions

Usual: Office conditions; standard hours. Position is Security Sensitive.

Any qualifications to be considered as equivalents, in lieu of stated minimums, require the prior approval of the Human Resources Director.

Date revised: September, 2015