

## Buyer

### Job Classification

Buyer II

Buyer III

### Pay Grade

5

8

### Education/Experience Requirements

High school diploma and additional 18 months education/training

1 year of experience

Bachelor's Degree

2 years of experience

### Common Activities

Prepares bid specifications

Researches product line and maintains liaison with requisitions

Handles phone ordering; contacts vendors

Checks for damaged goods and lost shipments

May oversee a section of buying activity

Buys complex items with significant dollar volume

Compares costs and evaluates the quality and suitability of supplies, materials, and equipment

Meets and corresponds with vendors, keeps informed of new products and market conditions and trends

Receives, examines and processes requisitions; prepares bid specifications; locates sources of supply and places order

Obtains quotations on open market purchases

Conducts ongoing training and develops liaison with requisitions

### Organizational Impact

The results of actions may have a measurable impact on operations or finances within a work group.

The results of actions may have a significant impact on a department's operations. They also may affect the finances of multiple work areas.

### Problem Solving

Performs a variety of duties following established policies and procedures. Problems are generally solved by selecting from approved alternatives based on past practices. Supervision is available to set priorities and objectives, and to assist in problem resolution.

Required to have an understanding of policies and procedures and generally accepted principles. Resolves unique problems by collecting and interpreting information. Solutions may include modifying procedures and methods to address new conditions. Receives advice and input as needed from supervisor.

## Supervision

Interviewing, orientation, scheduling, work assignment and review for temporaries, students, volunteers, and non-exempt employees.

Interviewing, orientation, training, work assignment and review, input into performance appraisal for temporaries, students, volunteers, and non-exempt employees.

## Contact Level

Routinely answers questions and provides information and data requested by individuals within or outside of work area. Questions that require interpretation or are not easily resolved are referred to supervisor.

Handles difficult and complex situations with tact and diplomacy to maintain a service oriented environment. Interaction is across all levels of University and outside public.

## Financial Budget

Compiles and tabulates budgetary data, calculates figures and checks for accuracy. Authorized to sign for storeroom supplies and petty cash.

Analyzes budgetary data, verifies figures, identifies/discusses questions or discrepancies, and compares budget proposals with previous years' budgets, grant money, gifts etc. Monitors expenditures against budget, prepares necessary documentation for supervisory review/approval, authorizes requisitions for storeroom supplies, petty cash, limited non-capital purchases, etc.