



DATE ISSUED: 1/09
FLSA: Non-Exempt
PTO: COVS

JOB DESCRIPTION

TITLE

Buyer I

JOB SUMMARY

Provides assurance to the University that departmental requisitions are in compliance with appropriate purchasing rules and guidelines. Once reviewed, the requisition is converted to a Purchase Order by the Buyer. Performs clerical purchasing work involving routine specifications, or assisting in the preparation of more complex specifications, for commodities and equipment. Works is performed under own work sequence under general supervision and performance is based upon completion of assignments and results obtained. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

ORGANIZATIONAL RELATIONSHIPS

Reports to: Supervisor of Purchasing

Supervises: May supervise Student Assistants

PRIMARY DUTIES - May include, but not limited to the following:

Reviews departmental requisitions for compliance with State and University purchasing rules and guidelines.

Converts requisitions into purchase orders.

Coordinates deliveries, cancellations, and correspondence between departmental users and the vendor.

Provides support and answers purchasing questions.

Provides assistance to University staff in purchasing goods and services.

Answers purchasing phone.

Encumbers purchase orders, determining if sufficient funding is available.

Assists with routine inquiries pertaining to purchasing rules and regulations.

Enters state term contracts online, which include verification of information and appropriate distribution.

Prepares renewal contracts for each fiscal year.

ADDITIONAL DUTIES

Performs other duties as requested.
Administers the processing of bids, including the mailing of specifications, conducting bid openings, and tabulating bid results.

EDUCATION

High school diploma or equivalent required.

EXPERIENCE

Three years of responsible clerical experience. Experience with a state agency and purchasing preferred.

KNOWLEDGE, SKILLS, AND ABILITIES - The following are essential:

- Working knowledge of office practices and methods.
- Ability to coordinate work with other employees, providing direct instruction or supervision as assigned.
- Ability to organize work effectively, conceptualize and prioritize objectives and exercise independent judgment based on an understanding of organizational policies and activities.
- Ability to establish and maintain effective work relationships with students, faculty, staff, and the public.
- Ability to communicate effectively orally, by phone, in person, and in writing.
- Ability to represent the department and University in a friendly, courteous, and professional manner.
- Ability to use a personal computer and other office equipment.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to stand, walk, sit, use hands to finger, handle or feel objects, tools or controls, reach with hands and arms, climb stairs, talk or hear. The employee must have the ability to occasionally lift and/or move up to 25 pounds. Specific vision abilities required by the job include ability to distinguish the nature of objects by using the eye.

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WORK ENVIRONMENT

Employees are responsible for performing their duties in an environment that is free from discrimination, intimidation, coercion or harassment, including sexual harassment. Work is performed primarily indoors in an office setting. The noise level in the work environment is low to moderate. While performing the duties of this position, the employee may be required to travel.

SAFETY

Assists in the creation of a culture of safety and environmental protection by performing work safely in accordance with departmental safety procedures. Operates equipment safely and reports any unsafe work conditions or practice to supervisor.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee Signature: _____ **Date:** _____

Texas Woman's University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the differences among persons. Discrimination or harassment of any kind is considered inappropriate.

Texas Woman's University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, sex, sexual orientation, or ethnic origin, age, veteran's status, or against qualified disabled persons.

All positions at Texas Woman's University are deemed security sensitive requiring background checks.