



**DATE ISSUED:** 09/05  
**FLSA:** Exempt  
**PTO:** VCS

## **JOB DESCRIPTION**

### **TITLE**

Senior Buyer/Procurement Card Coordinator

### **JOB SUMMARY**

Responsible for the procurement card purchases of supplies, materials, and equipment in accordance with University and State purchasing guidelines. Oversees and manages the procurement card program, including issuing procurement cards. Trains employees to use procurement cards. Identifies and develops a business relationship with Historically Underutilized Business (HUB) vendors. This is a security sensitive position. Work is performed independently under the supervision of the Assistant Controller-Procurement general guidance and performance evaluation 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:* Assistant Controller, Purchasing & Payment Services/HUB Coord

*Supervises:* May supervise clerical staff

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

- Examines transactions logs of purchases as to correctness.
- Distributes, suspends and cancels procurement cards.
- Trains employees who receive procurement cards.
- Audits procurement card use regularly, according to schedule.
- Gathers reports related to procurement card use, charts and reports data.
- Resolves problems concerning procurement cards program and use.
- Reports procurement card HUB data to the ACP quarterly.
- Writes justifications where necessary.
- Answers procurement card and HUB questions via phone, e-mail and in person.
- Maintains current source file of vendors and products, including acquiring HUB vendors.
- Ensures that purchasing policies and procedures and state procurement laws are followed and that needed information is communicated to departments and vendors.

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Works to achieve and maintain State certification through State training and continuing education.

Submits violations for misuse.

Utilizes computer for order entry and as a research tool using campus systems and the Internet.

Disburses Procurement card information to university departments.

May give specific instructions to clerical personnel in relation to procurement transaction logs.

Meets with account assigned department chairs once per year to assess procurement card activity and assist with department needs, both current and long-term.

Advises departments, as needed, of status procurement card usage.

Assists in making preparations for and hosting vendor fair/exhibit.

Assists with departmental training in the use of purchasing system six times a year.

Attends HUB forums, as needed; including attending monthly staff meetings concerning HUB.

### ***ADDITIONAL DUTIES***

Performs other duties as requested.

### ***EDUCATION***

High school diploma or equivalent required. Bachelor's degree preferred.

### ***EXPERIENCE***

Five years experience in governmental purchasing as Buyer preferred. Equivalent experience in private industry may be substituted for preferred experience. Purchasing certification through TBPC preferred.

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

Working knowledge of office practices and methods.

Ability to perform mathematical calculations and/or verify information accurately.

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.

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**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 must be able 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 include ability to distinguish the nature of objects by using the eye. May be required to sit for long periods of time.

**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.

**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**

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***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.***