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## Auburn University Job Description

Job Title:	<b>Buyer Sr.</b>	Job Family:	No Family
Job Code:	<b>ED13</b>	Grade 33:	\$39,300 - \$65,500
FLSA status:	Exempt		

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### Job Summary

Responsible for professional buyer and procurement duties that are substantially varied and complex.

### Essential Functions

1. Manages a large buying program for the University or one of its major divisions.
2. Prepares and performs detailed reviews of various complex contracts and ensures accuracy and legality of information.
3. Coordinates vendor pre-qualification programs.
4. Drafts and processes various bid documents.
5. Advises/trains others on the sourcing, selection, and acquisition of materials, supplies and services.
6. Prepares and reviews commodity analysis and prepares appropriate reports using computer applications.
7. Guides the enhancement of the web-based procurement applications in disseminating RFBs, RFPs, and bid award tabulations electronically.

### Supervisory Responsibility

May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

*The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.*

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### Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
<b>Education</b>	Four-year college degree	Degree in Management, Business, Liberal Arts, or related field
<b>Experience (yrs.)</b>	5	Experience in procurement services for an organization

#### Substitutions allowed for Education:

When a candidate has the required experience, but lacks the required education, they may normally apply additional relevant experience toward the education requirement, at a rate of two (2) years relevant experience per year of required education.

#### Substitutions allowed for Experience:

Indicated experience is required; no substitutions allowed.

#### Minimum Required Knowledge

Knowledge of applicable professional purchasing and supply management policies and ethics.

#### Certification or Licensure Requirements

An A.P.P. or C.P.M. certification is required.

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### Physical Requirements/ADA

No unusual physical requirements. Requires no heavy lifting, and nearly all work is performed in a comfortable indoor facility.

Routine deadlines; usually sufficient lead time; variance in work volume seasonal and predictable; priorities can be anticipated; some interruptions are present; involves occasional exposure to demands and pressures from persons other than immediate supervisor.

Job frequently requires sitting, talking, hearing, handling objects with hands, .

Job occasionally requires standing, walking, reaching, climbing or balancing, stooping/kneeling/crouching/crawling, and lifting up to 25 pounds.

Vision requirements: Ability to see information in print and/or electronically.

Date: 1/3/2012

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