Auburn University Job Description

Job Title: Asst, Purchasing
Job Code: ED24
FLSA status: Non-exempt

Job Summary
Provides daily purchasing services for the teaching hospitals of the Auburn University College of Veterinary Medicine.

Essential Functions
1. Receives and places orders for campus stakeholders.
2. Makes monetary commitments under the Alabama state bid limit, including P-Card purchases; assists with financial reconciliations.
3. Reviews purchasing options and determines appropriate courses of action.
4. Communicates with Central Supply regarding orders and missing/damaged items.
5. Maintains records, files, and spreadsheets of purchases made.
6. Communicates with sales representatives to obtain information on products/services, availability, price, etc.

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.
## Auburn University Job Description

### Job Family Levels

<table>
<thead>
<tr>
<th>Level</th>
<th>Responsibility</th>
<th>Knowledge</th>
<th>Education and Experience*</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>Duties require basic physical and mental skills and abilities, including use of hand tools, power tools or other equipment and use of basic math or reading skills.</td>
<td>Follows detailed instructions and procedures.</td>
<td>High school diploma or equivalent.</td>
</tr>
<tr>
<td>II</td>
<td>Duties require basic or advanced physical and mental skills and abilities, including use of hand tools, power tools, heavy machinery or other equipment and use of basic or intermediate math, reading or writing skills. Duties may require personal protective gear and/or knowledge of special safety or regulatory procedures.</td>
<td>Follows detailed instructions and procedures. May work under limited supervision, and prioritize tasks independently.</td>
<td>High school diploma or equivalent plus 2 years. Experience must include at least 2 years at the preceding level or equivalent.</td>
</tr>
</tbody>
</table>

* See the "Minimum Required Education and Experience" section of the job description for any substitutions that may be allowed for education and experience.
## Auburn University Job Description

### Minimum Required Education and Experience

<table>
<thead>
<tr>
<th>Level</th>
<th>Education</th>
<th>Experience</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level I</td>
<td>High school diploma or equivalent.</td>
<td></td>
</tr>
<tr>
<td>Level II</td>
<td>High school diploma or equivalent plus 2 years. Experience must include at least 2 years at the preceding level or equivalent.</td>
<td></td>
</tr>
</tbody>
</table>

**Focus of Education**
High School Diploma or equivalent

**Focus of Experience**
Experience in sourcing and purchasing products

**Substitutions allowed for Education:**
Indicated education is required; no substitutions allowed.

**Substitutions allowed for Experience:**
When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.

**Certification or Licensure Requirements:**
None Required

### Physical Requirements/ADA

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

Externally imposed deadlines; set and revised beyond one’s control; interruptions influence priorities; difficult to anticipate nature or volume of work with certainty beyond a few days; meeting of deadlines and coordination of unrelated activities are key to position; may involve conflict-resolution or similar interactions involving emotional issues or stress on a regular basis.

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

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

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

**Date:** 6/16/2015