



## JOB INFORMATION

|                         |                      |
|-------------------------|----------------------|
| Job Code                | ED01B                |
| Job Description Title   | Buyer II             |
| Pay Grade               | FO07                 |
| Range Minimum           | \$44,460             |
| 33rd %                  | \$53,360             |
| Range Midpoint          | \$57,800             |
| 67th %                  | \$62,250             |
| Range Maximum           | \$71,140             |
| Exemption Status        | Exempt               |
| Approved Date:          | 1/1/1900 12:00:00 AM |
| Legacy Date Last Edited | 1/3/2012             |

## JOB FAMILY AND FUNCTION

|               |                                 |
|---------------|---------------------------------|
| Job Family:   | Financial & Business Operations |
| Job Function: | Procurement & Payment Services  |

## JOB SUMMARY

Responsible for professional buyer and procurement duties and provides expertise in the sourcing, selection, and acquisition of materials, supplies and services to the University.

## RESPONSIBILITIES

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"><li>Analyzes purchasing options and makes decisions on acquisitions.</li><li>Contributes to the development of buying programs, including sourcing and selection methods.</li><li>Interviews sales people, evaluates vendor performance, and may coordinate vendor exhibits held on campus.</li><li>Tabulates or directs the tabulation of bid/quotes as needed.</li><li>Presides at formal sealed bid openings.</li><li>Makes contractual commitments up to dollar limits of authorization.</li><li>Develops specifications for department to include assisting departments in standardizing materials and supplies, discussing requirements, specifications, etc. with department heads, and verifying specifications.</li><li>May provide final review of purchase order requests and bids, and determines appropriate actions in the absence of supervisor.</li><li>May maintain detailed records and files.</li></ul> |
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The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

## SUPERVISORY RESPONSIBILITIES

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

## MINIMUM QUALIFICATIONS

**To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only be utilized when the candidate does not meet the minimum requirements.**

## MINIMUM EDUCATION & EXPERIENCE

| Education Level   | Focus of Education                                             |     | Years of Experience | Focus of Experience                                    |  |
|-------------------|----------------------------------------------------------------|-----|---------------------|--------------------------------------------------------|--|
| Bachelor's Degree | Degree in Management, Business, Liberal Arts, or related field | and | 2 years of          | Experience in procurement services for an organization |  |

Substitutions Allowed for Education ☐ Yes

*Substitution 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.*

## MINIMUM LICENSES & CERTIFICATIONS

| Licenses/Certifications                          | Licenses/Certification Details | Time Frame | Required/Desired |    |
|--------------------------------------------------|--------------------------------|------------|------------------|----|
| CAPP - Certified Administrator of Public Parking |                                | Upon Hire  | Required         | Or |
| Certified Product Marketing Manager (CPMM)-AIPMM |                                | Upon Hire  | Required         |    |

## REQUIRED PRE-EMPLOYMENT/ONGOING SCREENINGS

Financial History Check ☐

## PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category: ☐ Other

## PHYSICAL DEMANDS

| Physical Demand               | Never | Rarely | Occasionally | Frequently | Constantly | Weight |
|-------------------------------|-------|--------|--------------|------------|------------|--------|
| Standing                      |       |        | X            |            |            |        |
| Walking                       |       |        | X            |            |            |        |
| Sitting                       |       |        |              |            | X          |        |
| Lifting                       | X     |        |              |            |            |        |
| Climbing                      |       |        | X            |            |            |        |
| Stooping/ Kneeling/ Crouching |       |        | X            |            |            |        |
| Reaching                      |       |        | X            |            |            |        |
| Talking                       |       |        |              |            | X          |        |
| Hearing                       |       |        |              |            | X          |        |
| Repetitive Motions            |       |        |              | X          |            |        |
| Eye/Hand/Foot Coordination    |       |        |              | X          |            |        |

## WORKING ENVIRONMENT

| Working Condition | Never | Rarely | Occasionally | Frequently | Constantly |
|-------------------|-------|--------|--------------|------------|------------|
| Extreme cold      |       | X      |              |            |            |
| Extreme heat      |       | X      |              |            |            |
| Humidity          |       | X      |              |            |            |
| Wet               |       | X      |              |            |            |
| Noise             |       | X      |              |            |            |
| Hazards           |       | X      |              |            |            |

WORKING ENVIRONMENT

| Working Condition      | Never | Rarely | Occasionally | Frequently | Constantly |
|------------------------|-------|--------|--------------|------------|------------|
| Temperature Change     |       | X      |              |            |            |
| Atmospheric Conditions |       | X      |              |            |            |
| Vibration              |       | X      |              |            |            |

**Vision Requirements:**

Ability to see information in print and/or electronically.