Buyer III

Job Code 50017681

**General Description**
Responsible for advanced purchasing and procurement activities greater than $100,000, utilizing procurement guidelines, rules policies, and laws.

**Example of Duties**
- Plans, organizes, coordinates and prepares bid specifications and procurement documents.
- Oversees requisitions and orders merchandise, supplies, and equipment using, interpreting, and monitoring, established guidelines, rules policies, and laws.
- Oversees the development, preparation and distribution of bid specifications.
- Oversees and/or tabulates bids to determine lowest and best value.
- Coordinates the negotiation of contracts and recommends annual contract awards.
- Resolves disputes and protests.
- Oversees and/or maintains e-procurement catalogs and pricing.
- Troubleshoots problems with the E-Procurement System.
- Manages all punch-out and hosted catalogs in the E-Procurement system for the University.
- Monitors trend and cost analysis activities and recommends opportunities to leverage the university's purchasing power.
- Oversees or prepares the delivery of required statutory reports.
- Monitors legal and regulatory requirements pertaining to purchasing.
- May plan, assign and/or supervise the work of others.
- Perform other duties as assigned.

**Knowledge, Skill and Abilities**

**Knowledge of:** purchasing and procurement methods and procedures, applicable federal, state, TSUS and university procurement statutes, rules, policies, legislation, regulations and guidelines, accounting principles and procedures; e-procurement programs including security access, software programs, contract review, marketing and training.

**Skill in:** contract negotiation, correspondence, reports, conducting training, communicating with others, reconciling data, problem solving and decision-making; electronic procurement programs; organizing documentation and files.

**Ability to:** review and understand rules, regulations, policies, procedures, contracts, documents and manuals, perform arithmetical computations and statistical analysis, prepare reports, communicate effectively; evaluate bids, develop methods and procedures for locating supply sources; maintain a system of record keeping; to plan, assign and/or supervise the work of others.
Experience and Education
To qualify for this classification, an individual must have graduated from an accredited four-year college or university with major course work in business or public administration or a related field.

Other Requirements
Requires certification as a Certified Texas Procurement Manager (CTPM).
May require certification as a Certified Texas Contract Manager (CTCM).