

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), CTP, CTCD, CPBB, or equivalent after one year of employment.