Buyer II

Job Code 50018875

General Description
Responsible for moderately complex purchasing and procurement activities of less than $100,000 in value utilizing procurement guidelines, rules, policies, and laws.

Example of Duties
Prepares requisitions and orders merchandise, supplies, and equipment using procurement guidelines, rules policies, and laws.
Initiates, approves and processes emergency purchases.
Prepares and reviews bids and orders to verify accuracy, terminology and specifications.
Prepares and distributes bid invitations to vendors.
Reviews and tabulates bids to determine lowest and best value.
Monitors e-procurement activity and recommends appropriate action for unusual usage patterns.
Develops and delivers training on e-procurement methods.
Coordinates electronic transfer of files.
Prepare reports of e-procurement activity.
Recommends policy and procedure changes for e-procurement.
May train others.
Performs 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, and training.

Skill in: preparing developing and presenting training materials, correspondence, reports, conducting training, communicate with others, reconciling data, problem solving and decision-making; electronic procurement programs; training methods; organizing documentation and file.

Ability to: review and understand rules, regulations, policies, procedures, contracts, documents and manuals, perform intermediate math and statistical analysis, prepare reports, train others, communicate effectively.

Experience and Education
To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge, skills, and abilities.

Other Requirements
Requires certification as a Certified Texas Contract Developer (CTCD) or Certified Texas Purchaser (CTP).