Buyer I

Job Code 00007037

General Description
Responsible for routine purchasing and procurement activities for procurements of less than $25,000, 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.
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.
Tracks the status of requisitions and purchase orders.
May assist with emergency purchases.
May assist in monitoring legal and regulatory requirements pertaining to purchasing and procurement.
Maintains and reviews various purchasing and procurement reports and records and maintains files.
Perform other duties as assigned.

Knowledge, Skills 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.

Skill in:
correspondence, reports, 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, evaluate bid tabs, develop methods and procedures for locating supply sources, prepare reports, maintain effective working relationships with vendors and suppliers, 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).