



DATE ISSUED: 04/15
FLSA: Exempt
PTO: VCS

JOB DESCRIPTION

TITLE

Buyer I

JOB SUMMARY

Provides assurance to the University that departmental requisitions are in compliance with appropriate purchasing rules and guidelines. Once reviewed, the requisition is converted to a Purchase Order by the Buyer. Performs clerical purchasing work involving routine specifications, or assisting in the preparation of more complex specifications, for commodities and equipment. Work is performed under own work sequence under general supervision and performance is based upon completion of assignments and results obtained. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

ORGANIZATIONAL RELATIONSHIPS

Reports to: Manager, Strategic Sourcing/Assistant HUB Coordinator

Supervises: May supervise Student Assistants

ESSENTIAL DUTIES - *May include, but not limited to the following:*

- Reviews departmental requisitions for compliance with State and University purchasing rules and guidelines.
- Converts requisitions into purchase orders.
- Coordinates deliveries, cancellations, and correspondence between departmental users and the vendor.
- Provides support and answers purchasing questions.
- Provides assistance to University staff in purchasing goods and services.
- Answers purchasing phone.
- Encumbers purchase orders, determining if sufficient funding is available.
- Assists with routine inquiries pertaining to purchasing rules and regulations.
- Enters state term contracts online, which include verification of information and appropriate distribution.
- Prepares renewal contracts for each fiscal year.

ADDITIONAL DUTIES

- Performs other duties as requested.
- Administers the processing of bids, including the mailing of specifications, conducting bid openings, and tabulating bid results.

EDUCATION

High school diploma or equivalent required.

EXPERIENCE

Three years of responsible clerical experience. Experience with a state agency and purchasing preferred.

REQUIREMENT

Regular and reliable attendance at the University during regular scheduled days and work hours is an essential function of this position.

KNOWLEDGE, SKILLS, AND ABILITIES - The following are essential:

- Working knowledge of office practices and methods.
- Ability to coordinate work with other employees, providing direct instruction or supervision as assigned.
- Ability to organize work effectively, conceptualize and prioritize objectives and exercise independent judgment based on an understanding of organizational policies and activities.
- Ability to establish and maintain effective work relationships with students, faculty, staff, and the public.
- Ability to communicate effectively orally, by phone, in person, and in writing.
- Ability to represent the department and University in a friendly, courteous, and professional manner.
- Ability to use a personal computer and other office equipment, including related university software and email.

PHYSICAL DEMANDS

The physical demands described in the Essential Duties and below are representative of those that must be met by an employee to successfully perform the essential duties of this job.

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Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

The employee may be required to travel.

WORK ENVIRONMENT

All employees are responsible for maintaining an environment that is free from discrimination, intimidation, harassment, including sexual harassment. Work is normally performed in a typical interior work environment.

SAFETY

TWU promotes a safe working environment. Employees are responsible for completing assigned tasks safely and efficiently, and supervisors are responsible for creating and maintaining a safe work environment. Employees must report any unsafe work conditions or practices, as well as any near-miss incidents, to their supervisor and Risk Management. Supervisors and employees should ensure that injury/accident reports are submitted to the Office of Human Resources and Risk Management within 24 hours of the incident.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee Signature: _____ **Date:** _____

Employee Printed Name: _____

Texas Woman's University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the differences among persons. Discrimination or harassment of any kind is considered inappropriate.

Texas Woman's University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, gender, sex, sexual orientation, ethnic origin, age, veteran's status, or against qualified disabled persons.

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All positions at Texas Woman's University are deemed security sensitive requiring background checks.