



TEXAS WOMAN'S
UNIVERSITY™

DATE ISSUED: 06/07
FLSA: Non-Exempt
PTO: COVS

JOB DESCRIPTION

TITLE

Purchasing Specialist

JOB SUMMARY

Performs purchasing duties relating to compilation of product, equipment, material or other specifications. Assists in the preparation of more complex specifications, for commodities, equipment, construction or consultant services. May perform limited aspects of a purchaser's work as well as limited coordinator duties with supervisors. Performs all aspects of a purchasing agent's duties including coordination with supervisors and vendors, reviewing client requirements, and assuring proper contract language. Work is performed with 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: Supervisor, General Services

Supervises: No supervisory responsibilities

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

- Assures the preparation and coordination of purchase orders and assures accurate assignment of account numbers.
- Enters requests online. Performs follow-up as required to successfully complete each transaction.
- Maintains accurate procurement records.
- Types, phones, faxes and/or mails the Requests for Bids for local projects.
- Follows up on receipt of Request for Proposals.
- Assists with the coordination of specific parts on selected projects.
- Orders parts/supplies and makes sure that delivery/pickup efforts are coordinated.
- Provides assistance with coding and tracking of invoices for accounting operations to assure accuracy of delivery and posting.

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- Receives invoices electronically for purchases; requests payment through university system.

ADDITIONAL DUTIES

- Distributes bid lists of possible HUB and CMBL vendors for bid on projects.
- Validates Federal I.D.s.
- Routinely conducts inquiries pertaining to changes in purchasing rules and regulations.
- May assist with project walkthroughs for bidding purposes.
- Assists with new vendor account setups. Advises on the importance of accuracy and timely submittals. Assists new vendors in understanding and compliance with state procurement rules and regulations.
- Serves as the department's contact person with vendors and/or sales representatives.
- Stays abreast of new products, equipment, tools, etc.
- Assists with inventory reviews as needed.
- Performs other duties as requested.

EDUCATION

High school diploma or equivalent required.

EXPERIENCE

Three years of responsible clerical experience. Experience with 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:

- Ability to organize work effectively, conceptualize and prioritize objectives and exercise independent judgment based on an understanding of organizational policies and activities.
- Ability to make rapid and accurate calculations.
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- Ability to integrate resources, policies, and information for the determination of procedures, solutions, and other outcomes.
- Deadline-oriented. Strict attention to detail.
- 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 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. 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: _____

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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.

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