

Sam Houston State University Human Resources

Staff Classification Description – Purchaser I

Skill Category: Tech/Para-Professional
Position (Employee) Class: 4N542 (N1)
Grade: 10
Date: 08/2016

Department: Procurement & Business Services

Educational & Experience Requirement: Bachelor's degree in a related field with at least one year of business office experience, preferably in purchasing; post graduate and/or part-time, seasonal work experience on a proportionate basis may be considered, if related. A combination of education, experience, and training that would produce the required knowledge and abilities could be considered.

Nature & Purpose of Position: Performs routine and moderately complex purchasing work to obtain goods and services at the time and place needed, in the right quality and quantity, using correct procedures and judgment to meet the needs of the University at the lowest reasonable cost, consistent with market conditions, while maintaining fairness and integrity. Serves primarily as a catalog, contracts and construction purchaser.

Supervision Given & Received: Works under general supervision from the Director of Procurement and Business Services. May supervise and train non-professional and student assistant staff.

Primary Responsibilities: Receives and reviews requisitions from departments; determines if request is appropriate and consistent with the mission of the University; and, determines method of procurement. Develops terms, conditions, and product/service specifications; works with requesting department to assure needs are met. Identifies potential sources of supply using GSC bid list and other sources. Assists departments in obtaining informal bids, including bids from historically underutilized businesses, and preparing purchase orders. Documents purchasing files. Follows up and expedites deliveries. Conducts quality assurance to see that needs are met. Provides information to management. Develops and maintains knowledge of commodities, markets, law, and procedures. Solicits informal bids by telephone and facsimile communications; and, formal written bids by preparing and mailing invitations for bids for routine procurements. Conducts public bid openings and tabulates bids; evaluates bids and makes awards of orders within the limits of established authority; enters data into GSC contract system and releases contract orders; reviews and approves orders issued by or prepared by departments; assures that orders are appropriate and consistent with the mission of the University and completed according to established procedures; and, monitors historically underutilized business participation and reports results. Performs other related duties as assigned.

Other Specifications: Interprets and applies moderately complex directives, procedures or instructions. Requires the exercise of moderate judgment. Frequent contact with departments and vendors.

This is a classification description with the complete list of job duties being maintained at the departmental level. Other job duties necessary for the effective operation of the University are expected to be performed. Any qualifications to be considered as equivalents in lieu of stated minimums require the prior approval of Human Resources.

Sam Houston State University is an at will employer and drug free/smoke free workplace. This position is security-sensitive and thereby subject to the provisions of the Texas Education Code §51.215, which authorizes the employer to obtain criminal history record information. The pay grade range is inclusive of social security benefit replacement pay.