

## Sam Houston State University Human Resources

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### Staff Classification Description – Purchaser II

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**Skill Category:** Professional  
**Position (Employee) Class:** 3N832 (E1)  
**Grade:** 13  
**Date:** 11/2014

**Department:** Procurement & Business Services

**Educational & Experience Requirement:** Bachelor's degree in a related field with at least three years previous purchasing experience in a large organization, preferably in state or government purchasing and supply procedures. Purchasing certification preferred. A combination of education, experience, and training that would produce the required knowledge and abilities could be considered.

**Nature & Purpose of Position:** Performs advanced, specialized and technical 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 research, technical and special projects purchaser.

**Supervision Given & Received:** Works under general direction from the Director of Procurement and Business Services. May supervise and train one or more employees involved in complex clerical technical or professional work.

**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; and, 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.

Maintains advanced knowledge of commodities, markets, law, and procedures. Solicits formal written bids for routine and complex procurements and construction projects. Conducts public bid openings; evaluates bids and makes awards of purchase orders and construction contracts. Reviews and approves orders issued by or prepared by others, assures that orders are appropriate and consistent with the mission of the University and completed according to established procedures, monitors historically underutilized business participation and reports results. Writes justifications for proprietary purchases. Performs other related duties as assigned.

**Other Specifications:** Interprets or applies complex policies, manuals, regulations, statutes and prepares written digests or procedures. Requires considerable 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.**