

Sam Houston State University Human Resources

Staff Classification Description – Purchasing Assistant

Skill Category: Clerical
Position (Employee) Class: 5N322 (N1)
Grade: 8
Date: 11/2014

Department: Procurement & Business Services

Educational & Experience Requirement: Associate's degree with at least one year of business experience in purchasing, accounting, materials management or related area is required. 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 semi-complex purchasing and materials management 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.

Supervision Given & Received: Works under minimum supervision and may supervise student employees.

Primary Responsibilities: Reviews and maintains store inventory levels, prepares requisitions and purchase orders. Contacts vendors for bids and quality assurance. Develops and maintains knowledge of commodities, materials management, and purchasing procedures. Enters data into store inventory and financial accounting systems. Assists departments in obtaining office supplies and other needed items. Monitors historically underutilized business participation and reports results. Provides information to management. Performs other related duties as assigned.

Other Specifications: Interprets and applies semi-complex policies, manuals, and procedures. Requires moderate independent judgment and 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.

Sam Houston State University is Committed to Equal Opportunity in Employment and Education.