



POSITION DESCRIPTION

TITLE: Buyer
FLSA STATUS: Non-Exempt
CATEGORY: Professional
GRADE: C

JOB SUMMARY: Responsible for acquiring goods and services in compliance with state law and College policies and procedures.

In-person work on campus is an essential function of this position.

ESSENTIAL FUNCTIONS:	YEARLY PERCENT OF TIME
1. Receive, review, and approve requisitions to issue purchase orders on a daily basis.	20%
2. Apply the principles of professional buying and purchasing techniques; interview suppliers and agency representatives and obtain quotes telephonically for emergency purchases.	20%
3. Responsible for assigned commodities; ensuring purchase agreements are in place for each commodity, facilitating procurement of goods and services, addressing and resolving problems as related to assigned commodities in a prompt and professional manner.	15%
4. Investigate sources of supply; maintain and use a variety of catalogs, specifications and brochures; compare and analyze specifications and other sources as a basis for developing accurate specifications.	15%
5. Process bids in an accurate and timely manner to ensure compliance with College policies and Texas Education Agency Code.	10%
6. Guide and provide procurement information to College personnel to ensure compliance with College policies and procedures.	10%
7. Perform other duties as assigned.	10%

SUPERVISORY RESPONSIBILITIES: Provides work direction to assigned staff.

ESSENTIAL QUALIFICATIONS:

EDUCATION: Bachelor's Degree (Business related).

EXPERIENCE: Three (3) years of related experience.

SPECIAL CONDITIONS:

1. This is a security-sensitive position as defined under the Texas Education Code, Section 51.215; the successful applicant will be required to undergo a criminal background check, as permitted and/or required by applicable law, and in accordance with the College's policies and procedures.

SPECIAL SKILLS AND ABILITIES:

1. Skills/Abilities:

- Effective communication (both oral and written) and analytical skills;
- Experience processing bids;
- Experience working and negotiating with vendors;
- Working knowledge of applicable Purchasing Laws and regulations;
- Experience working with Physical Plant related purchases.

2. Equipment Used:

Personal Computer, Calculator and Copier/Fax machine.

3. Software Used:

MS Office, E-Mail, Internet, E-Commerce and DataBase Systems.

PHYSICAL REQUIREMENTS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to sit; use hands to handle or feel; talk or hear. The employee is occasionally required to stand; climb or balance and stoop, kneel, crouch, or crawl. The employee must frequently lift or move up to 10 pounds and occasionally lift or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

INTERPERSONAL SKILLS:

Alternative or combined skills in understanding, counseling, or influencing people are important in achieving job objectives, causing action, understanding others, or changing behavior; and, skills of persuasiveness or assertiveness, as well as sensitivity to the point of view of others.

WORKING CONDITIONS:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The noise level in the work environment is usually moderate.

POSITION TITLE:	Buyer
------------------------	--------------

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands and work environment factors described below are representative of those that must be met by an employee to successfully perform the essential functions of this job.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand		X		
Walk			X	
Sit				X
Use hands to finger, handle or feel				X
Reach with hands and arms			X	
Climb or balance		X		
Stoop, kneel, crouch, or crawl		X		
Talk				X
Hear				X
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds			X	
Up to 25 pounds		X		
Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions(non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold(non-weather)	X			
Extreme hot (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements	
Close vision (clear vision at 20 inches or less)	X
Distance vision (Clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	

The intent of this job description is to provide a representative and level of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the total of the specific duties and responsibilities of any particular position. Employee may be directed to perform job-related tasks other than those specifically present in this description.

I certify that I have received a copy of this job description. I have read and understand the duties and responsibilities of this position.

X _____
Employee Signature *Date*