Purchasing/Procurement Specialist II (0402)

Basic Purpose/Job Function: Purchasing of complex and expensive items of a highly technical nature, which involves considerable analysis and a high degree of interaction with customers.

Examples of Titles Replaced: Material Operations Manager/Senior Buyer; Senior Buyer

Typical Functions May Include:

1. Overseeing complex purchases to meet departmental needs for goods and services
2. Directing the timely and accurate review and processing of requisitions, bids, quotes and requests for proposals for services, materials, supplies and equipment
3. Determining priority of requests and ensuring proper documentation
4. Providing guidance and counseling to customers regarding purchases
5. Obtaining information from vendors relative to product, price, availability, service and delivery date
6. Analyzing bid comparisons from several vendors and determining the acceptable bidder for contracts, keeping within budgetary limitations
7. Monitoring status of contract obligations, overdue and damaged or incorrect goods received and taking corrective action as needed
8. Working with vendors and departments to ensure timely processing of invoices and payments
9. Conducting and coordinating special projects as assigned
10. Performing other related duties as assigned

Risk Management: Uses established safety practices to protect the health and safety of personnel and property.

Supervision of Others: Normally has no supervisory responsibility.

Supervision Received: Works under limited supervision from designated supervisor.
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Minimum Qualifications:

Education: Bachelor's Degree  
Type: Business Administration

- **Experience**: 18 - 36 months  
Type: Purchasing-related work to include responsible buying and/or materials management experience; one year of Information Technology purchasing experience is preferred

- **Skills**: Effective oral and written communication, familiarity with computers and knowledge of computer software

- **Special Requirements**: Frequent exposure to pressure caused by deadlines and busy periods; requires contact with other departments and university officials; background check required as a condition of employment

- **Licenses**: Determined by the nature of the position and/or department

- **Certifications**: Determined by the nature of the position and/or department; Certified Purchasing Manager (C.P.M.) certification is preferred

Minimum requirements may be met by an equivalent combination of education and experience, unless otherwise designated in writing by the department.

Departments are responsible for site-specific job descriptions.