Purchasing/Procurement Specialist I (0368)

**Basic Purpose/Job Function:** Purchasing a wide variety of materials, supplies and equipment, with many items involving technical and exacting specifications.

**Examples of Titles Replaced:** Buyer; Coordinator, Materials Control; Junior Buyer

**Typical Functions May Include:**

1. Advising and assisting departments in the selection of supplies and equipment, and in the preparation of requisitions

2. Analyzing bids for conformance with specifications

3. Reviewing requisitions for accuracy and placing orders with vendors

4. Interviewing vendors to obtain information relative to product, price, ability of vendor to produce product, service and delivery date

5. Approving purchase orders up to a pre-defined limit

6. Coordinating resolution of overdue orders, or resolving unfulfilled vendor contract obligations

7. May analyze bid comparisons from several vendors and determine the acceptable bidder for contracts, keeping with budgetary limitations

8. 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 general supervision from designated supervisor.

**Minimum Qualifications:**

**Education:** Bachelor’s Degree  
**Type:** Business Administration

- **Experience:** 0 - 24 months  
  **Type:** Purchasing

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

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.