

Annual Salary Range: \$36,305 - \$53,389 Status: Exempt Position No:

Buyer II

PURPOSE OF THE JOB

This description may not include all of the duties, knowledge, skills or abilities associated with this position.

To perform purchasing functions for a variety of commodities and services including both routine transactions and transactions which may not be readily available or may have undefined or controversial specifications and to provide technical procurement assistance to using department;

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

(What duties are required for the position to exist? Estimate the percentage of time spent in each.)

- 40% Prepare bids, select qualified potential bidders, solicit bids, review responses and evaluate bids to determine responsiveness of vendor and compliance with specifications. Conduct pre-bid conferences as needed.
- 30% Review requisitions submitted by departments for completeness and compliance with requirements, including adequate specifications, scope of work, proper descriptions, appropriate GL account codes, supporting documentation, Conduct follow-up with staff as necessary to obtain required information. Determine appropriate method of purchase (RFB, RFP). Edit and process complete or technical requisitions in preparation for direct orders for award of bids.
- 10% Interact with vendor to resolve problems, advise of procurement procedures, gain knowledge of production or to determine such factors as lead time, market conditions, price and availability.
- 10% Work with Accounts Payable to maintain accurate vendor records and resolve issues.
- 4% Advise and train departments of University procurement practices, explaining relevant policies, procedures, rules and regulations, Assist departments in the direct procurement of items.
- Perform actions relative t the financial system, including analysis of outstanding purchase orders, yearend reporting, yearend processes, vendor history reporting, review of blanket purchase orders, review of historical information for creation of term contracts, etc.
- 2% Investigate using department complaints about commodities and services; recommend appropriate action; Prepare correspondence regarding status of requisitions, purchase orders, shipments, complaints, etc.
- 2% Assist Director in the procurement of complex and technical commodities and services having undefined or controversial specifications.

OTHER DUTIES AND RESPONSIBILITIES

(Responsibilities/important duties performed occasionally or in addition to the essential duties of the position.)

Purchasing: Inspect samples to determine compliance with bid specifications;

Confer with, advise and assist using departments in planning and evaluating materials needs; Work with Warehouse staff on shipping and receiving issues.

<u>Risk Management</u>: preparation of accident report forms for submission to the Office of Administration, working awareness of University insurance.

<u>University Vehicles</u>: maintain vehicle list, insure vehicles, license vehicles, manage fuel cards, and associated tasks.

Miscellaneous: Assist with Purchasing Card program, maintain/file records of bids and contracts appropriately and perform other duties as assigned.

Revised: 12/12/2010

SUPERVISORY RESPONSIBILITIES

(Provide the number and type of employees supervised, level of authority to hire and make recommendations to fire.)

Buyer does have direct supervisory responsibilities, but may be asked to supervise student workers and/or mentor other buying staff. Buyer has the opportunity for independent action and projects.

KNOWLEDGE, SKILLS AND ABILITIES (KSAs)

(Indicate which are required, preferred, or desirable. Include licenses and certifications.)

Knowledge of public procurement is required, with knowledge of higher education procurement desired:

A working knowledge of public procurement rules, policies and procedures; Ability to secure, interpret and analyze technical data;

EDUCATION AND EXPERIENCE

(Indicate which are required, preferred, or desired.)

A Bachelor's degree in Business Administration or a related areas, or an equivalent combinations of education and experience from which comparable knowledge and abilities can be acquired is necessary; Two years experience in purchasing is necessary;

Certification as a Certified Public Purchasing Buyer (CPPB) or Certified Purchasing Manager (CPM) is desirable;

FISCAL RESPONSIBILITY

(Budgeting responsibilities, approval privileges on purchase orders and check requests, reporting and auditing functions).

Buyer does not have direct budgeting responsibilities, but has significant fiscal responsibility as they generate and issue Purchase Orders on all funds;

Buyer serves as a back up in the absence of the Director (within assigned limits);

Work in accordance with LU Rules and Regulations and Purchasing policies and procedures;

EXTENT OF PUBLIC CONTACT

(Within and outside the University)

Position required significant public contact both internal and external to the University; Internally to the University, this position will interact at all levels. Externally, this position will interact on a daily basis with vendors, the State of Missouri and others to facilitate Purchasing activities;

PHYSICAL DEMANDS

(Walking, lifting, equipment, operation, etc.)

- 1. Ability to sit at a workstation for extended periods
- 2. Occasional ability to lift, carry, and put away parcels weighing up to 25 pounds
- 3. Normal physical mobility, which includes movement from place to place on the job taking distance and speed into account
- 4. Normal physical agility, which includes ability to maneuver body while in place
- 5. Normal physical strength to handle routine office materials and tools
- 6. Normal dexterity of hands and fingers; Normal endurance
- 7. Normal coordination, including eye-hand, hand-foot

WORKING CONDITIONS AND ENVIRONMENT

(Necessary traveling, unusual work hours, unusual environmental conditions, etc.)

Normal 40 hours work week (8 am - 5 pm during regular class sessions; 7:30 am - 6 pm during summer work hours).

The work environment involves everyday risks or discomforts which requires normal safety precautions typical of such places as offices, meeting and training rooms.

Overtime work may be required on occasions, dependent on workload and work objectives.

Travel on occasion may be required as it relates to position's responsibilities;

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The functions, qualifications, knowledge/skills, and physical requirements listed in this job description represent the essential duties of the job, which the incumbent must be able to perform either with or without reasonable accommodation. The Job Functions listed do not necessarily include all activities that the individual may perform and, should not be considered an all-inclusive listing of the job requirements.