

**Sul Ross State University**  
**Position Description**

**Official Title:** Senior Buyer

**Salary Group:** 10

**Job Code:** 4030

**Summary**

Function: Provides technical expertise, training and assumes some administrative duties in procurement of materials/services for the University.

Scope: Manages clerical work flow; researches sources, prepares bid documents and evaluates responses, and contacts vendors in the purchase of large volumes of various items from outside sources for the University.

**Duties**

Essential: Reviews and assigns work to Buyer; assigns and monitors work of student worker; processes incoming materials requisitions; obtains bids for materials/services; determines best source for materials/services; places orders; maintains account records; traces late orders; assists departments in preparing requisitions; operates computer; trains purchasing staff on existing and new technologies used in the office; assists in training of new staff in purchasing policies and procedures; coordinates University purchasing card and credit card programs; assists Director in the implementation of the HUB program; performs duties and responsibilities of Director of Purchasing in his/her absence and within approved limits. Responsible for personal safety and the safety of others; must exercise due caution and practice safe work habits at all times.

Non-Essential: Duties unique to the particular department and other duties as assigned.

**Supervision**

Received: Broad instructions on policy and procedure; work routinely reviewed by department head.

Given: May supervises student and other classified employees.

**Education**

Required: High school graduate with business courses or equivalent.

Preferred: Bachelors Degree in business or related area; CPM, CPP or other professional certification.

**Experience**

Required: Three years experience or training in procurement or related field.

Preferred: Five years experience in procurement with some or all experience gained in higher education setting.

**Equipment/Skills**

Required: Standard office machine and computer skills, including word processing and spreadsheet applications.

Preferred: Familiar with automated purchasing systems.

**Working Conditions**

Usual: Office conditions; standard hours. Position is Security Sensitive.

Any qualifications to be considered as equivalents, in lieu of stated minimums, require the prior approval of the Human Resources Director.