



**University of Texas at El Paso
Job Description**

Job Code: 19650
Job Title: Buyer
Department: Job may be available in different departments/divisions
Reports To: In accordance with specific departmental policies
FLSA: Exempt
Prepared by: Human Resource Services
Creation/Revision: December 16, 2010

Summary: Compiles information and records to prepare purchase orders.

Note: The primary accountabilities below are intended to describe the general content of and requirements of this position and are not intended to be an exhaustive statement of duties. Incumbents may perform all or some of the primary accountabilities listed below. Specific tasks or responsibilities will be documented in the incumbents' performance objectives as outlined by the incumbents' immediate supervisor or manager. This position is security-sensitive and subject to Texas Education Code §51.215, which authorizes the employer to obtain criminal history record information. Must possess a valid driver's license issued by the State where the applicant resides and must be insurable as defined in the UT System BPM 16-05-02, as applicable to the performance of essential duties and responsibilities of the position.

Statement of Duties and Responsibilities:

Reviews requisitions; confers with department for clarifications, specifications, and preferred suppliers.

Ensures products or services are compatible with University networking equipment.

Confers with vendors to obtain product or service information such as price, availability, and delivery schedule.

Estimates values according to knowledge of market price.

Determines method of procurement such as direct purchase or bid; prepares purchase orders or bid requests.

Reviews bid proposals or purchase orders; distributes documents to respective department (s) for review and approval within budgetary limitations and scope of authority.

Maintains procurement records such as items or services purchased, costs, delivery, product quality or performance, and inventories.

Discusses defective or unacceptable goods or services with inspection or quality control personnel, users, vendors, and others to determine source of trouble and takes corrective action.

Expedites delivery of goods to users by originating work orders for installation of products received.

Researches technology advancements or changes.

Develops cost analysis and measure of performance reports.

Maintains software licensing documentation.

Stays abreast of industry trends and all applicable technologies.

Assists in special projects, as needed.

Knowledge of all Microsoft Office software and able to learn and use institutional software systems.

Complies with all State and University policies.

Other duties may be assigned.

Supervisory Responsibilities: No supervisory responsibilities.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.



Minimum Education required: Bachelor's degree from four year college or university within area of assigned responsibility.

Minimum Experience required: Two years related experience to the statement of duties and responsibilities; or equivalent combination of education and experience. C.T.P.M or C.P.P.O. certification is required or must be attained within 18 months of date of hire.

Physical Demands: 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee must occasionally lift and move up to 50 pounds.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.