Purchaser

CLASS TITLE	CLASS CODE	SALARY GROUP	SALARY RANGE
PURCHASER I	1930	B13	$35,439 - $52,388
PURCHASER II	1931	B15	$38,976 - $58,045
PURCHASER III	1932	B17	$42,976 - $64,469
PURCHASER IV	1933	B19	$48,244 - $76,028
PURCHASER V	1934	B21	$54,278 - $87,046
PURCHASER VI	1935	B23	$61,184 - $99,658
PURCHASER VII	1936	B25	$69,572 - $114,099

GENERAL DESCRIPTION

Performs purchasing and procurement work involving purchasing and procuring commodities, equipment, and services in accordance with guidelines, rules, policies, and laws.

EXAMPLES OF WORK PERFORMED

Requisitions and orders merchandise, supplies, and equipment using guidelines, rules, policies, and laws.

Compiles and maintains a qualified bidders list.

Prepares and reviews bids and purchase orders to verify accuracy, terminology, and specifications.

Prepares and distributes bid invitations to vendors.

Reviews and tabulates bids and orders to determine lowest and best bids or bids that provide the best value.

Tracks the status of requisitions and purchase orders.

Processes purchase orders and other purchasing documents and enters information into state and/or agency purchasing systems.

Processes receipts of purchases.

Audits invoices to check for accuracy, receipt of material, and compliance with purchase orders.

Maintains purchasing and procurement reports, records, and files.

Performs related work as assigned.

DESCRIPTION OF LEVELS

Examples of work and descriptions are meant to progress through the levels. For example, an employee at level VII may also perform work listed within the previous levels.

***Note**: Factors that may distinguish between entry and journey levels include the level of independence in performing the work, the complexity of the work, an employee's purchasing approval threshold, and may include the employee's education, years of related experience, and certifications. Employees at the journey levels may independently perform the full range of work listed in the examples above or may assist others in that work.*

PURCHASER I: Performs entry-level purchasing and procurement work. Work is performed under close supervision, with minimal latitude for the use of initiative and independent judgment. Employees at this level may have limited experience or no experience and spend the majority of their time performing simple to routine work following standard procedures.

PURCHASER II: Performs routine (journey-level) purchasing and procurement work. Work is performed under moderate supervision, with limited latitude for the use of initiative and independent judgment. Employees at this level may rely on direction from others to solve problems that are not standard. Employees may also occasionally assist other staff in performing work of greater complexity.

PURCHASER III: Performs complex (journey-level) purchasing and procurement work. Work is performed under general supervision, with moderate latitude for the use of initiative and independent judgment. Employees at this level may work more independently than those at the previous levels and may routinely assist other staff in performing work of greater complexity. Employees may:

- Initiate, approve, and process emergency purchases.
- Provide technical assistance and guidance to purchasing staff, other agency staff, and vendors regarding state and agency purchasing regulations, policies, and processes.

***Note**: A senior-level employee (levels IV-VII) may serve as a team lead or supervisor; however, supervisory responsibilities will normally be found above level IV, depending on the complexity of the work and the number and type of employees overseen. Senior-level employees may perform the full range of work identified in the levels preceding their own and may coordinate or oversee that work. Factors that may distinguish between senior levels include the scope of responsibility and oversight, the size and complexity of purchasing authority, and the employee's related experience, education, and certifications. Senior-level purchasers often oversee and/or develop the most complex bid specifications for large-dollar goods and services and handle complex negotiations.*

PURCHASER IV: Performs highly complex (senior-level) purchasing and procurement work. Works under limited supervision, with considerable latitude for the use of initiative and independent judgment. Employees at this level may:

- Monitor vendor performance to ensure proper and timely delivery of goods and services.

- Administer corrective actions with vendors and negotiate extensions or modifications to contracts.
- Negotiate contracts and recommend contract awards.
- Monitor legal and regulatory requirements pertaining to purchasing and procurement.
- Prepare bid specifications and formal solicitation documents.
- Prepare regularly scheduled and ad hoc reports.
- Review requisitions for completeness and compliance before processing a solicitation.
- Analyze vendor responses to determine best value, negotiate with vendors to develop best offer/proposal, and award purchases.

PURCHASER V: Performs advanced (senior-level) purchasing and procurement work. Works under minimal supervision, with considerable latitude for the use of initiative and independent judgment. Employees at this level may fully perform highly complex purchasing/procurement work and may:

- Administer the maintenance of the procurement database.
- Develop and revise purchasing related policies, procedures and systems.
- Develop and provide training regarding purchasing and procurement practices and policies
- Develop complex bid specifications for large-dollar goods and services, including conferring with vendors and agency staff, to ensure that items to be purchased are accurately and completely described.
- Review reports, preparation of bid invitations, and requisitions for completeness and accuracy; negotiate settlement complaints and resolve disputes.

PURCHASER VI: Performs advanced (senior-level) purchasing and procurement work. Works under limited supervision, with considerable latitude for the use of initiative and independent judgment. Employees at this level may independently perform the most complex purchasing/procurement work and may:

- Establish purchasing goals and objectives.
- Develop and/or modify work plans, methods and procedures, determine work priorities and develop work schedules.
- Negotiate and recommend contract specifications and contract renewals and amendments, including those of high complexity.
- Recommend and award contracts.
- Prepare the scope of work, specifications, and terms and conditions for high dollar purchases.
- Administer the contractor oversight process, including risk assessment, developing and monitoring plans and evaluation criteria to assist agency Contract Managers in ensuring that contractors consistently provide quality services.

PURCHASER VII: Performs highly advanced and/or supervisory (senior-level) purchasing and procurement work. Works under minimal supervision, with extensive latitude for the use of initiative and independent judgment. Employees at this level may be considered technical experts in the field and may work on multiple complex purchasing projects simultaneously. They may often provide strategic direction and oversight on highly complex procurement work, including performing some of the most complex solicitations and negotiations as well as

performing and overseeing some of the most high-impact purchases; in addition, they may facilitate the development and continuous improvement of departmental systems.

GENERAL QUALIFICATION GUIDELINES

EXPERIENCE AND EDUCATION

Agencies have the discretion to identify the general or specialized experience, education, or certifications required for positions and may tailor qualification requirements to specifically meet the agency's business needs. Agencies may substitute experience, education, military service, apprenticeships, and relevant credentials for one another, if appropriate and allowed by statute.

KNOWLEDGE, SKILLS, AND ABILITIES

For all levels

- Knowledge of purchasing and procurement methods and procedures, state procurement principles and practices, assigned commodities and products on the open market, supply sources, and principles of business administration and accounting.
- Skill in problem solving and in the use of a computer and applicable software.
- Ability to perform arithmetical computations, to evaluate bids, to develop methods and procedures for locating supply sources, to maintain a system of recordkeeping, to maintain effective working relationships with vendors and suppliers, and to communicate effectively.

Additional for Purchaser IV – VII levels

- Ability to oversee and/or supervise the work of others.
- Ability to develop work plans and evaluate program goals.

REGISTRATION, CERTIFICATION, OR LICENSURE

May require certification as a Certified Texas Contract Developer (CTCD) and/or Certified Texas Contract Manager (CTCM).