



Purchaser I

Salary Group: B12

Class Code: 1930

<u>CLASS TITLE</u>	<u>CLASS CODE</u>	<u>SALARY GROUP</u>	<u>SALARY RANGE</u>
PURCHASER I	1930	B12	\$27,840 - \$43,798
PURCHASER II	1931	B14	\$31,144 - \$49,134
PURCHASER III	1932	B16	\$34,918 - \$55,130
PURCHASER IV	1933	B18	\$39,521 - \$64,449
PURCHASER V	1934	B20	\$45,158 - \$73,788
PURCHASER VI	1935	B22	\$51,614 - \$84,479
PURCHASER VII	1936	B24	\$59,004 - \$96,720

GENERAL DESCRIPTION

Performs entry-level purchasing and procurement work. Work involves purchasing and procuring commodities, equipment, and services in accordance with guidelines, rules, policies, and laws. Works under close supervision, with minimal latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Requisitions and orders merchandise, supplies, and equipment in accordance with guidelines, rules, policies, and laws.

Prepares and reviews purchase orders.

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 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.

May assist with emergency purchases.

May assist with determining operational minimum and maximum inventory levels.

May assist with negotiating settlement complaints and resolving disputes.

May assist in monitoring legal and regulatory requirements pertaining to purchasing and procurement.

Performs related work as assigned.

GENERAL QUALIFICATION GUIDELINES

EXPERIENCE AND EDUCATION

Experience in the purchasing and procurement of goods and services. Graduation from an accredited four-year college or university with major coursework in business administration, public administration, or a related field is generally preferred. Experience and education may be substituted for one another.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of purchasing and procurement methods and procedures; state procurement principles and practices; assigned commodities and products on the open market; supply sources; and the 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 record keeping, to maintain effective working relationships with vendors and suppliers, and to communicate effectively.

REGISTRATION, CERTIFICATION, OR LICENSURE

May require certification as a Certified Texas Contract Developer (CTCD).