



# Purchaser II

Salary Group: B14

Class Code: 1931

<u>CLASS TITLE</u>	<u>CLASS CODE</u>	<u>SALARY GROUP</u>	<u>SALARY RANGE</u>
PURCHASER I	1930	B12	\$27,840 - \$43,798
<b>PURCHASER II</b>	<b>1931</b>	<b>B14</b>	<b>\$31,144 - \$49,134</b>
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

## GENERAL DESCRIPTION

Performs routine (journey-level) purchasing and procurement work. Work involves purchasing and procuring commodities, equipment, and services using guidelines, rules, policies, and laws. Works under moderate supervision, with limited latitude for the use of initiative and independent judgment.

## EXAMPLES OF WORK PERFORMED

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

Prepares and reviews purchase orders.

Prepares and reviews bids and 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 best value.

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

Tracks the status of requisitions and purchase orders.

Processes receipts of purchases.

Maintains and reviews various purchasing and procurement reports and records and maintains files.

Assists with emergency purchases.

Assists with determining operational minimum and maximum inventory levels.

Assists with negotiating settlement complaints and resolving disputes.

Assists 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, of state procurement principles and practices, of assigned commodities and products on the open market, of supply sources, and of 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), formerly known as a Certified Texas Purchasing Manager (CTPM).