



# Purchaser IV

Salary Group: B18

Class Code: 1933

<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
<b>PURCHASER IV</b>	<b>1933</b>	<b>B18</b>	<b>\$39,521 - \$64,449</b>
PURCHASER V	1934	B20	\$45,158 - \$73,788
PURCHASER VI	1935	B22	\$51,614 - \$84,479

## GENERAL DESCRIPTION

Performs highly complex (senior-level) purchasing and procurement work. Work involves planning, organizing, coordinating, and preparing specifications for purchasing commodities and services; preparing procurement documents; and maintaining detailed records of items purchased, received, prepared, and issued. May supervise the work of others. Works under limited supervision, with considerable latitude for the use of initiative and independent judgment.

## EXAMPLES OF WORK PERFORMED

Coordinates, reviews, and distributes bid invitations to vendors.

Coordinates and processes competitive procurements.

Requisitions and orders merchandise, supplies, and equipment by using, interpreting, and monitoring established guidelines, rules, policies, and laws.

Initiates, approves, and processes emergency purchases.

Prepares, reviews, and tracks purchase orders.

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

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

Reviews requisitions for completeness and compliance prior to the processing of invitations for bids.

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

Maintains and reviews various purchasing and procurement reports and records and coordinates the maintenance of files.

Determines operational minimum and maximum inventory levels.

Negotiates contracts and recommends annual contract awards.

Monitors legal and regulatory requirements pertaining to purchasing and procurement.

Assists with negotiating settlement complaints and resolving disputes.

May administer the receiving, storing, and issuing of warehouse items and monitor the inventory control of those items.

May prepare and provide statutorily required reports.

May supervise the work of others.

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, to communicate effectively, and to supervise the work of others.

### **REGISTRATION, CERTIFICATION, OR LICENSURE**

May require certification as a Certified Texas Contract Developer (CTCD), formerly known as a Certified Texas Purchasing Manager (CTPM).