



Purchaser V

Salary Group: B20

Class Code: 1934

<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

GENERAL DESCRIPTION

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

EXAMPLES OF WORK PERFORMED

Coordinates the maintenance of the procurement database.

Coordinates the preparation, review, tracking, and expedition of purchase orders.

Coordinates the auditing and review of invoices, and reviews and checks for accuracy, receipt of material, and compliance of purchase orders.

Coordinates the negotiations of contracts and recommends annual contract awards.

Coordinates the development of purchasing program guidelines, procedures, policies, rules, or regulations.

Coordinates the establishment of purchasing goals and objectives.

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

Initiates and approves emergency purchases.

Reviews the preparation and distribution of bid invitations to vendors.

Administers the receiving, storing, and issuing of warehouse items, and monitors the inventory control of those items.

Plans, organizes, coordinates, and prepares bid specifications.

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

Determines operational minimum and maximum inventory levels.

Monitors legal and regulatory requirements pertaining to purchasing and procurement.

Negotiates dispute resolutions and settlements and submits complaint reports.

Prepares and provides statutorily required reports.

May coordinate the development and provision of training to staff regarding purchasing and procurement practices and policies.

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).