



Purchaser VII

Salary Group: B24

Class Code: 1936

<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 highly advanced and/or supervisory (senior-level) purchasing and procurement work. Work involves overseeing and/or establishing program goals and objectives; planning, coordinating, and/or overseeing the purchase of 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 extensive latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Oversees and/or coordinates purchasing goals and objectives.

Oversees and/or coordinates the preparation, review, tracking, and processing of purchase orders.

Oversees and/or coordinates the monitoring and tracking of vendor performance.

Oversees and/or coordinates the development of purchasing program guidelines, procedures, policies, rules, or regulations.

Coordinates and/or develops and provides training to staff regarding purchasing and procurement practices and policies.

Initiates and/or approves emergency purchases.

Reviews the preparation and distribution of bid invitations to vendors.

Reviews and/or prepares bid specifications.

Reviews or prepares the delivery of statutorily required reports.

Recommends and awards annual contracts.

Audits and reviews the validation and receipt of purchases.

Monitors the requisitions and orders of merchandise, supplies, and equipment by using, interpreting, and monitoring established guidelines, rules, policies, and laws.

Monitors the maintenance of the procurement database.

Monitors legal and regulatory requirements pertaining to purchasing and procurement.

Resolves dispute resolutions and protests.

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; state procurement principles and practices; assigned commodities and products on the open market; 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 program goals, 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).