

	Prior 7/1/2004	After 7/1/2004
Class Code:	0815	0815
Title:	Sr. Purchasing Agent	Buyer
Pay Grade:	24	N/A
Pay Band:	N/A	Specialized/Paraprofessional
FLSA:	Exempt	Exempt

UNIVERSITY OF WEST FLORIDA POSITION SPECIFICATION

Title: Buyer

Job Summary:

This is work procuring commodities and services and may consist of work procuring specialized commodities and services.

Example description of duties (not all inclusive):

Prepares bid specifications, formal bid invitations, and correspondence regarding purchasing companies and may analyze procurement requisitions by evaluating price proposals and other data information to determine reasonable prices.

Prepares purchase orders, solicits bid proposals, and reviews requisitions for goods and services and may determine method of purchase.

Researches and evaluates suppliers based on price, quality, selection, service, support, availability, reliability, production and distribution capabilities, and the supplier's reputation and history and may interview prospective vendors and encourage vendors to submit vendor applications.

Purchases a variety of highly technical and/or scientific equipment and materials.

Confers with and makes recommendations to university officials regarding needs for commodities in terms of quality of product, quantity of order, and type of equipment.

Confers with technical representatives, manufacturers' representatives, and sales representatives.

Develops and investigates sources of supply and issues requests for quotations, proposals or bids for those items not covered by any existing procurement arrangement.

Specific job functions, position qualifications, knowledge, skills and abilities are listed on each position's job questionnaire.

Minimum Qualification Requirements:

A bachelor's degree in an appropriate area of specialization and three years of experience; or a high school diploma and seven years of appropriate experience. Appropriate college coursework or vocational/technical training may substitute at an equivalent rate for the required experience.