

The University of Akron
Classification Specification

Job Title:	Buyer Sr	Job Code:	42343
Job Function:	Staff	Grade:	119
Job Family:	Classified	FLSA:	Exempt
SOC Description:	2000 Finance / Accounting Division	Date:	1/1/04;7/1/99

Job Summary:

Receive, evaluate, and process departmental requisitions for the purchase of goods and services as requested. Prepare agreements/contracts for consultants, performers, and other professional services on campus. Advise and counsel faculty, staff and students concerning products and vendors, contract terms and conditions, order status and purchasing policies and procedures.

Essential Functions:

40% Purchase goods and services as requested by departmental requisitions.

20% Develop specifications, perform bid process, and negotiate contract terms for goods and services. Review and forward documents for legal review as required.

15% Advise University employees and students concerning products and vendors, product substitutions, price changes, contract terms and conditions, order status and purchasing policies and procedures. Coordinate resolutions to problems regarding purchases and data in purchasing systems. Collaborate with other departments to assist in resolution process.

15% Provide bid specifications for new purchasing programs and performs other duties as assigned.

5% Prepare reports and information for submission to the University Board of Trustees for purchases within areas of responsibility.

5% Manage the University American Express Corporate Card Program and develop management reports for expenditures.

Education:

Requires a relevant Bachelor's Degree.

Licenses/Certifications/Requirements:

None.

Experience:

Requires a minimum of 2 years experience in purchasing. Strong communication and problem solving skills required. Ability to analyze and negotiate contracts required. Computer skills to include word processing, spreadsheets, and databases. Knowledge of state law, purchasing law, the Uniform Commercial Code and contract law required.

Leadership:

Responsible for directing and monitoring the work of student and/or temporary workers.

Physical Requirements:

Job is physically comfortable; individual is normally seated and has discretion about walking, standing, etc. May occasionally lift very lightweight objects.

Working Conditions:

Standard working environment with possible minor inconveniences due to occasional noise, crowded working conditions and/or minor heating/cooling or ventilation problems. Near continuous use (>70% of the time) of a video display terminal.

The intent of this classification specification is to provide a representative summary of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this description. The University requires that all University employees whose assigned duties include some involvement with The University of Akron's intercollegiate athletics program, comply with all relevant NCAA Bylaws in performing their work.