

**HOWARD UNIVERSITY**  
**Position Description**

<b>POSITION TITLE:</b>	Assistant Buyer III	<b>SALARY GRADE:</b>	HU-07
<b>DATE CREATED:</b>	December 1, 2014	<b>EEO CODE:</b>	05
<b>JOB CODE:</b>	2525	<b>FLSA STATUS:</b>	Non Exempt
<b>BARGAINING UNIT:</b>	N/A		

<b>DEPARTMENT:</b>	<b>POSITION NO:</b>
<b>REPORTS TO:</b>	<b>GRANT:</b> <input type="checkbox"/> No <input type="checkbox"/> Yes

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**BASIC FUNCTION:** Under general supervision, perform purchasing and administrative support work, involving some responsibility, complexity and variety in the procurement services area.

**SUPERVISORY ACCOUNTABILITY:** Involves no responsibility or authority for the direction of others.

**NATURE AND SCOPE:** Internal contacts include administrators, faculty, students and staff of the Department and University. External contacts include visitors and vendors.

**PRINCIPAL ACCOUNTABILITIES:**

- Monitors purchase orders process, including shipping, receiving and discrepancies.
- Consults with suppliers and departmental representative on purchasing matters and problems.
- Receives, reviews and processes Request for Purchases (RFP). Approves purchase orders that value less than \$1,000.
- Solicits telephone quotes and proposals. Examines responses and recommends award to supplier, according to University's requirements.
- Encumbers funds prior to the issuance of purchase orders and inputs data into system.
- Consolidates purchases in order to obtain the best product at the lowest possible cost.
- Researches and compiles information relative to renewing or establishing price agreements and service contracts.
- Completes purchase orders in purchasing system and distributes accordingly.
- Performs other related duties as assigned.

**CORE COMPETENCIES:** Knowledge of standard purchasing procedures, receiving and office practices.

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Skill in operation of computers, related software applications and standard office equipment.

Ability to understand a system of office procedures.

Ability to accurately review submissions and perform routine arithmetic computations.

Ability to communicate effectively to exchange information.

Ability to organize work efficiently and provide a high level of customer service and professionalism.

**MINIMUM  
REQUIREMENTS:**

High School diploma or GED and 2-4 years of general work experience.  
AA/AS may be substituted for 4 years of required work experience.  
BA/BS may be substituted for up to 4 years work experience.

Note: This position description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as may be required. The university has the right to revise this position description at any time. This position description is not be construed as a contract for employment.

**SIGNATURES REQUIRED:**

**SIGNED BY:** \_\_\_\_\_ **DATE:** \_\_\_\_\_  
Department Manager/Supervisor

**CERTIFIED BY:** \_\_\_\_\_ **DATE:** \_\_\_\_\_  
Department of Compensation & Performance Management