

HOWARD UNIVERSITY
Position Description

POSITION TITLE:	Buyer	SALARY GRADE:	HU-09
DATE CREATED:	December 1, 2014	EEO CODE:	05
JOB CODE:	2524	FLSA STATUS:	Non Exempt
BARGAINING UNIT:	N/A		

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

BASIC FUNCTION: This position will perform technical administrative work involving moderate responsibility, complexity and variety to coordinate and execute the most difficult and unique purchasing transactions of commodities or services for the school or department.

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, general public and vendors.

PRINCIPAL ACCOUNTABILITIES: Processes the most difficult and unique purchasing transactions in accordance with local statutes, policies established by the University.

Identifies and selects vendors to procure highly technical commodities meeting criteria of price, quality, quantity, availability and delivery dates and places orders.

Determines method needed to process requisition such as bid, request for proposal or blanket contract. Analyzes purchase requisitions for completeness and accuracy of information.

Develops and refines highly complex technical bids and specifications.

Negotiates contracts and bid proposals.

Communicates purchasing procedures and policies to vendors and staff.

Interviews sales representatives and researches companies to develop new sources of supplies to update records and files and to secure favorable terms for the University.

Writes and distributes highly technical bid invitations or requests for proposal, receives and analyzes quotes, bids and proposals, and recommends award of contract.

Establishes blanket purchase agreements with vendors setting dollar limitations and time of contract limitations.

Monitors the maintenance of records regarding pricing and ordering of materials; prepares reports analysis and recommendations.

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Performs other related duties as assigned.

CORE COMPETENCIES: Knowledge of principles and practices of purchasing and the materials, products and the commodity markets in assigned areas of specialization.

Skill in operation of computers and related software applications.

Ability to prepare and analyze technical specifications, bids and proposals; communicate effectively with diverse population; 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