UNIVERSITY OF SOUTHERN CALIFORNIA

Buyer I

Job Code: 157015

Grade: H
OT Eligible: Yes
Comp Approval: 1/1/2007

JOB SUMMARY:

Purchases goods and services for assigned area(s). Advises clients with purchasing needs which are typically routine or standard within the buyer's field of specialization.

JOB ACCOUNTABILITIES:

*E/M/NA   % TIME

______    ______ Advises requisitioners and/or department heads regarding purchase and supply requirements, specifications, quantity and quality of merchandise and delivery needs. Assists clients in obtaining proper specifications, quotations, delivery terms and costs. Explores and recommends alternatives to save or improve delivery.

______    ______ Solicits and analyzes quotations for new or nonstandard items. Recommends or approves awarding of contracts or purchase orders. Places purchase orders based on assigned authorization or signing limit.

______    ______ Surveys vendors regarding pricing, availability and delivery times to determine best and/or possible new supply sources.

______    ______ Performs year-end review and bidding of maintenance contracts for renewal.

______    ______ Bids long-term contracts of unlimited amounts for repetitively purchased items.

______    ______ Researches and resolves problems with vendors and university departments to facilitate the purchasing process.

______    ______ Ensures purchases comply with internal and external requirements and regulations as well as good purchasing practice. Provides information to faculty and staff on government restrictions and regulations and university policy and procedures related to purchasing.

______    ______ Maintains proficiency in automated systems used for purchasing functions such as inventory control, vendor contract information, cost control and bid analysis.

______    ______ Maintains currency on latest products and trends by reading trade publications, attending seminars and trade shows, and developing and maintaining vendor contacts.

Performs other related duties as assigned or requested. The University reserves the right to add or change duties at any time.

*Select E (ESSENTIAL), M (MARGINAL) or NA (NON-APPLICABLE) to denote importance of each job function to position.

EMERGENCY RESPONSE/RECOVERY:

Essential: No
In the event of an emergency, the employee holding this position is required to “report to duty” in accordance with the university’s Emergency Operations Plan and/or the employee’s department’s emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.

**JOB QUALIFICATIONS:**

**Minimum Education:**
- Related Undergraduate Study

**Minimum Experience:**
- 1 Year

**Minimum Field of Expertise:**
- General knowledge of a specialization or field of buying

**Preferred Education:**
- Associate's Degree

**Preferred Field of Expertise:**
- Buying

**Skills: Other:**
- Analysis
- Assessment/evaluation
- Communication -- written and oral skills
- Knowledge of applicable laws/policies/principles/etc.
- Networking
- Organization
- Planning
- Problem identification and resolution
- Public speaking/presentations
- Research

**Skills: Machine:**
- Adding Machine
- Calculator
- Computer Network (University)
- Personal Computer

**Supervises: Level:**
- May oversee student, temporary and/or casual workers.

**SIGNATURES:**

Employee: _______________________________ Date: _______________________________

Supervisor: _______________________________ Date: _______________________________
The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

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