UNIVERSITY OF SOUTHERN CALIFORNIA
Buyer II
Job Code: 157019

Grade: I
OT Eligible: No
Comp Approval: 9/27/2001

JOB SUMMARY:
Purchases goods and services for assigned area(s). Handles purchases which are typically non-routine and require the buyer to seek new vendor sources within his/her field of specialization. Bids and negotiates contracts and licensing agreements of varying types and dollar amounts.

JOB ACCOUNTABILITIES:

*E/M/NA % TIME

______ ______ Advises all levels of faculty and/or staff regarding purchase and supply requirements, specifications, quantity and quality of merchandise and delivery needs. Assists in obtaining proper specifications, quotations, delivery terms and costs. Explores and recommends alternatives to save money 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 of maintenance contracts, standard contract items and licensing agreements for renewal or renegotiation. Negotiates contracts and price agreements to enhance cost savings and quality of service.

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

______ ______ 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
Yes 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:**
- Associate’s Degree
- Combined experience/education as substitute for minimum education

**Minimum Experience:**
- 2 Years

**Minimum Field of Expertise:**
- Strong knowledge of specialized field of purchasing

**Preferred Education:**
- Bachelor’s Degree

**Preferred Experience:**
- 3 Years

**Skills: Other:**
- Analysis
- Assessment/evaluation
- Communication -- written and oral skills
- Knowledge of applicable laws/policies/principles/etc.
- Negotiation
- 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.

**Supervises: Nature of Work:**
- Administrative
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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