UNIVERSITY OF SOUTHERN CALIFORNIA

Buyer III

Job Code: 157023

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

JOB SUMMARY:

Purchases goods and services for assigned area(s). Handles one-time, non-routine purchases as well as high volume, large dollar procurement. Bids and negotiates contracts and licensing agreements of all types and dollar amounts. Provides guidance to other staff for problem resolution. May serve as a lead or act on behalf of management in their absence.

JOB ACCOUNTABILITIES:

* E/M/NA  % TIME
____  _____ Provides guidance to other buyers and assists them in problem resolution. May act as a lead or on behalf of management in their absence.
____  _____ 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.
____  _____ 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 automated systems used for various purchasing functions such as vendor contract database and cost control and bid analysis programs. Trains others in use of these systems.
____  _____ Manages internal projects and/or administers standing departmental programs. Develops and implements procedures, provides updates or summaries of operations, and develops and submits reports for management review.
____  _____ 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
- [x] 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:**
- Bachelor’s Degree
- Combined experience/education as substitute for minimum education

**Minimum Experience:**
- 5 Years

**Minimum Field of Expertise:**
- Advanced knowledge of highly complex or specialized area(s) of purchasing

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

**Preferred Experience:**
- 7 Years

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

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

Supervises: Level:
Leads one or more employees performing similar work

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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