UNIVERSITY OF SOUTHERN CALIFORNIA
Supervising Buyer
Job Code: 157027

Grade: K
OT Eligible: No
Comp Approval: 1/21/2005

JOB SUMMARY:
Supervises the staff and operations of a designated purchasing unit of the University. Provides
direction to staff and ensures services are provided efficiently and in accordance with policies,
procedures and government regulations. Assists requisitioning departments in vendor selection
and vendor contract and price agreement negotiations.

JOB ACCOUNTABILITIES:

*E/M/NA  % TIME

_____ _____ Directly or indirectly supervises all assigned subordinate staff, usually through
multiple layers of supervisors. Recruits, screens, hires, orients and trains staff. Evaluates
employee performance and provides guidance and feedback to assigned staff. Counsels, disciplines and/or terminates employees, as required.

_____ _____ Resolves problems referred by subordinate supervisors or staff.

_____ _____ Participates in planning and administration of unit budget(s), as assigned.

_____ _____ Provides projections and reports, as required, for development and administration of budget(s).

_____ _____Facilitates purchasing process by assisting departments in vendor selection and
contract and price agreement negotiations to achieve maximum effectiveness,
cost savings and service.

_____ _____ Interprets and ensures compliance with government regulations and University
policies and procedures. Assists in the development and implementation of
purchasing policies and procedures. Provides training to staff and the university
community concerning same.

_____ _____ Interacts with other university departments and with organizations outside USC, as
required.

_____ _____ Establishes and maintains appropriate network of professional contacts. Maintains
currency with professional organizations and publications. Attends and
participates in meetings, conferences, etc. Represents University and/or unit, as
assigned or appropriate.

_____ _____ Develops and implements security related procedures such as office opening and
closing routines, recognition of duress signals and key controls. Coordinates
security activities with University Public Safety Department. Promotes and
maintains standards for security conscious awareness and behavior. Maintains
knowledge of University's crime prevention and suppression programs and
services. Ensures dissemination of security related information to staff.

Perform 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.
**JOB QUALIFICATIONS:**

**EMERGENCY RESPONSE/RECOVERY:**

Essential: [ ] Yes  [ ] 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.

Minimum Education:

- Bachelor’s Degree
- Combined experience/education as substitute for minimum education

Minimum Experience:

- 5 Years

Minimum Field of Expertise:

- Thorough knowledge of purchasing along with some supervisory experience

Preferred Education:

- Bachelor’s Degree

Preferred Experience:

- 7 Years

Skills: Other:

- Analysis
- Assessment/evaluation
- Budget control
- Budget development
- Communication -- written and oral skills
- Consulting
- Interpretation of policies/analyses/trends/etc.
- Knowledge of applicable laws/policies/principles/etc.
- Managerial Skills
- Negotiation
- Networking
- Organization
- Planning
- Problem identification and resolution
- Public speaking/presentations
- Research
- Scheduling
- Staff development

Skills: Machine:

- Adding Machine
- Calculator
Computer Network (University)
Personal Computer

**Supervises:**  Level:
Supervises employees and student workers

**Supervises:** Nature of Work:
Administrative  
Clerical/Secretarial

**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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