Title: Director, Buying

Pay Scale Group: 18

Essential Function

Under general supervision from a designated administrator, manage the buying function of the University.

Characteristic Duties

• Assume management duties from Director and act in his/her absence.

• Develop term contracts and procure high dollar volume materials, service and equipment.

• Train all buyers in automated purchasing procedures.

• Audit bids to insure conformance to University purchasing policy.

• Act as chief liaison between departments and the purchasing department.

• Interview company representative in area of specialization.

• May provide direct supervision to exempt and non-exempt staff.

• Perform related duties based on departmental need.

Minimum Qualifications

• Bachelor’s degree with five (5) years experience; -OR- Associate’s degree with seven (7) years experience; -OR- nine (9) years experience. Experience must be in buying for a large institution. Experience must also include at least three (3) years supervision.

Last updated: December 1993

An affirmative action/equal opportunity institution