**Classification Specification for Unclassified Service**

**Title:** Sr Buyer

**Pay Scale Group:** 17-1

**Essential Function**

Under general supervision from a designated administrator, manage assigned purchasing functions for the entire university.

**Characteristic Duties**

Manage high level contracts and ad hoc purchases in assigned areas.

Manage cross-functional teams to ensure various constituents’ interests are considered and that decisions are vetted appropriately.

Provides guidance, leadership and standards in the development of bids and RFP’s to include statements of work, negotiation strategy, performance requirements and works with counsel to finalize terms desirable for the university.

Perform sourcing for supplies and services, staying attuned to developing trends in industry, product and service developments and leverage relationships toward best value options for the university.

Maintain awareness of best practices in assigned areas and involves stakeholders in recommended changes.

Perform cost analysis and cost models and make recommendations

Provide objective internal analysis and reviews of procurement activity.

Manage comprehensive purchasing processes and practices which maximize supplier engagement and performance and leverage their capabilities toward university goals and objectives.

Maintain cycle time standards set by the department

May provide direct supervision to exempt and non-exempt staff (i.e., hiring/firing, performance evaluations, disciplinary action, approve time off, etc.).

Perform related duties based on departmental need.

**Minimum Qualifications**

Bachelor’s degree with three (3) years experience; -OR- Associate's degree with five (5) years experience; -OR- seven (7) years experience. Experience must be in purchasing and/or procurement. Experience may also require at least one (1) year supervision. Preferred experience in purchasing of construction.