



Savannah State University Position Description – Buyer III/Procurement Supervisor

POSITION DESCRIPTION

Position Title: Buyer III/Procurement Supervisor FLSA Status: Exempt
Reports to: Vice President
Department: Procurement
Date Prepared: June 2008

BASIC FUNCTION

To procure volume purchasing of equipment, materials, supplies and contractual services. Performs duties within defined university system purchasing policies and state purchasing policies.

NATURE & SCOPE

Reporting to the Vice President, this position is accountable for procuring volume amounts of purchase items in accordance with the University and state purchasing policies.

This position works on a full time team and often serves as a team leader, providing guidance and direction to other team members.

Much of the incumbents' time is spent receiving, examining, and processing requisitions and preparing bid specifications. This position also must compare costs and quality proposals along with delivery and response needs when making purchasing decisions for the University.

This position is in ongoing contact with all areas of the University as well as multiple vendor sources outside the University as the incumbent carries out the accountabilities of the position.

PRINCIPAL ACCOUNTABILITIES

- Receives, examines and processes requisitions; prepares budget specifications and other documents
- Compares cost and evaluates the quality, delivery response, etc.
- Communicates with vendors regarding related matters via fax, e-mail and phone.
Contacts business personnel, departments as required
- Performs related work as required including university committees

SPECIALIZED KNOWLEDGE AND EXPERIENCE REQUIRED

This position requires a four-year college degree. Computer literate with good communications skills.