

Career Path - Buyers

January 2009

JCC Title	Qualifications	Grade	Exemption Status	New JCC Number	Job summary (all job qualifications and responsibilities are cumulative in nature)
Associate Buyer (Previously Buyer's Assistant)	Associate's degree or equivalent and 1-2 years related experience. Preferred: Knowledge of materials to be purchased and experience working in an educational environment.	55 Old grade 53	Non-Exempt	3431	Responsible for purchasing of assigned goods or materials and preparing and processing related paperwork. Contacts vendors as needed to follow-up on questions and/or issues. Advises department on related purchasing policies and procedures. Generally this position works from an approved vendor list.
Buyer	Bachelor's degree or equivalent and 2-3 years purchasing experience; demonstrated understanding of competitive bid process and contracts related to purchasing, demonstrated negotiating skills and knowledge of purchasing law and accounting related to purchasing. Preferred: APICS Certification. Previous experience in educational procurement.	57 Old grade 55	Exempt	3432	Responsible for purchasing equipment and supplies for assigned areas. Negotiates with vendors to determine pricing and deliverables. Evaluates vendor product lines to determine if they meet business needs. Maintains contact with vendors and ensures compliance with contract terms. Advises departments on purchases and related policies and procedures. This position has discretion in the evaluation and selection of vendors and products.
Senior Buyer (New JCC)	Bachelor's degree or equivalent, 5-7 years of progressive purchasing responsibility and APICS certification or equivalent in experience and education; understanding of competitive bid process and contracts related to purchasing, demonstrated negotiating skills and knowledge of purchasing law and accounting related to purchasing. Preferred: APICS Certification. Previous experience in educational procurement.	59	Exempt	3433	Senior position responsible for purchasing activities for large school or division of the university. Accountable for a significant annual purchasing budget and breadth / complexity in purchasing portfolio. Negotiates with vendors to determine pricing and deliverables. Evaluates vendor product lines to determine if they meet business needs. Maintains contact with vendors and ensures compliance with contract terms. Advises departments on purchases and related policies and procedures. This position has significant discretion in the evaluation and selection of vendors and products. Usually this position directs or supervises lower level staff or student workers.