Definition of Class
This position coordinates and participates in complex duties associated with the purchasing of goods and services for a large and/or complex department on campus. The incumbent works closely with vendors and department employees, ensures compliance with University Procurement policies and procedures, maintains detailed records and files, and ensures appropriate account numbers are charged to purchases. Work involves the application of established rules/procedures and requires judgment when making decisions that affect the quality and accuracy of work.

Examples of Work Performed
Provides assistance and guidance to department employees requesting goods/services.

Researches requests and makes recommendations regarding appropriate vendors and purchasing materials.

Obtains bids/quotes from vendors; select vendors, purchases goods and services; tracks order status and shipments; verifies package content; creates goods receipt; and distribute packages to appropriate personnel.

Ensures proper account numbers are assigned to purchases.

Maintains detailed records of purchases including service contracts on equipment.

Creates purchase orders and purchase requisitions.

Works closely with the Procurement Office to ensure compliance with University policies and procedures. Provides guidance to departmental staff regarding procurement policies and procedures.

Coordinates and verifies the usage of procurement cards.

Performs data entry duties associated with posting purchase transactions.

Verifies account balances with business office or Procurement.

Processes related memos to ensure payments to vendors. Contacts vendors, as needed, for credits or corrected invoices. Resolves discrepancies with vendors.

Creates and maintains notifications for building and equipment repairs. Ensures proper account numbers are assigned to notifications.

Coordinates the receiving, stocking, retrieving and distribution of materials.

Monitors outstanding supply orders and prepares claim reports on shortages and/or supplies not meeting specifications.

Determines the degree of hazard on materials and utilizes proper safety precautions in handling materials.
Ensures compliance with University Procurement policies and procedures.

Performs similar or related duties as assigned or required.

**Essential Functions**

These essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring Department.

1. Performs a variety of complex duties associated with the purchase of goods and services for a large and/or complex department.
2. Provides assistance and guidance to department employees requesting various goods/services.
3. Prepares and maintains detailed records relating to the purchase of goods and services.

**Minimum Qualifications**

These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to The University of Mississippi's Department of Human Resources in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

**Physical Requirements:** These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

**Physical Exertion:** The incumbent may be required to lift up to approximately 25 pounds.

**Vision:** Requirements of this job include close vision.

**Speaking/Hearing:** Ability to give and receive information through speaking and listening.

**Motor Coordination:** While performing the duties of this job, the incumbent is frequently required to sit; talk and hear; and use hands to finger, handle or feel objects, tools or controls. The incumbent is occasionally required to stand; walk; reach with hands and arms; and stoop, kneel, crouch or bend.

**Experience/Educational Requirements**

**Education:**
Graduation from a standard four-year high school or equivalent (GED).

**Experience:**
One (1) year of experience related to the above described duties.

**Interview Requirements:** Any candidate who is called for an interview must notify the Department of Human Resources in writing of any reasonable accommodation needed prior to the date of the interview.

01/20/16

The University of Mississippi is an EOE/AA/Minorities/Females/Vet/Disability/Sexual Orientation/Gender Identity/Title VI/Title VII/Title IX/504/ADA/ADEA employer. The University complies with all applicable laws regarding equal opportunity and affirmative action and does not unlawfully discriminate against any employee or applicant for employment based upon race, color, gender, sex, sexual orientation, gender identity or expression, religion, national origin, age, disability, veteran status, or genetic information. The University of Mississippi is an “at will” employer. This job description does not constitute an employment contract or negate “at will” employment.