

**MORGAN STATE UNIVERSITY  
JOB SPECIFICATION**



**BUYER I**

Class Code: 6860  
Pay Range: 9

FLSA Code: N/E (Non- Exempt)

**JOB SUMMARY:**

Under general supervision, performs technical work involving limited discretion in the procurement of goods and services such as negotiating prices, terms, and deliveries, overseeing preparation of procurement documents and issuing orders.

**PRIMARY DUTIES:**

1. Has authority to make procurement decisions and commit the University to purchase goods and services up to a dollar amount determined by institutional policy.
2. Prepares invitations for bid, requests for proposal and procurement orders, ensuring accuracy and completeness.
3. Provides guidance and direction to other personnel on work assignments.
4. Obtains information by initiating communication with vendors and clients regarding various activities such as price verification, order status and expediting.
5. Researches available catalog and promotional information for market place analysis. Identifies best sources, pricing and scheduling for goods and services.
6. Responds to inquiries from vendors and clients; resolves problems by providing information, which typically requires research or interpretation of data and knowledge of departmental policies and procedures.
7. Generates and updates manual and automated record keeping systems pertinent to potential suppliers, prices, delivery dates, invoices and general departmental operations.
8. Initiates and prepares procurement reports, forms, and other documentation related to departmental operations.
9. Performs arithmetic calculations for purchase order quantities, price extension and totals.

**Note:** The intent of this list of primary duties is to provide a representative summary of the major duties and responsibilities of this job. Incumbents perform other related duties assigned. Specific duties and responsibilities may vary based upon departmental needs.

**MINIMUM QUALIFICATIONS:**

**EDUCATION:** Bachelor's Degree

**EXPERIENCE:** No Experience

**REQUIRED KNOWLEDGE/ SKILLS/ABILITIES:**

General knowledge of business and industry practices related to procurement; and general knowledge of business English and arithmetic. Working knowledge of the market value and sources of supply for a variety of supplies, materials, and equipment; of competitive bid purchasing principles, methods and procedures. Skill in operating standard office equipment. Ability to communicate effectively both orally and in writing; to provide guidance to other personnel; to prepare reports reflecting daily operations and project status.

**Other:**

Except for qualifications established by law, additional related experience and formal education in which one has gained the knowledge, skills, and abilities required for full performance of the work of the job class skills may be substituted for the education experience requirement on a year-for-year basis with 30 college credits being equivalent to one year experience.