



**USF Job Class Description**

JOB CODE: 3220  
JOB TITLE: Purchasing Administrator  
PAY PLAN: 21  
CAREER BAND: E  
FLSA: Exempt  
CBU : 29  
Effective 04/20/2007

**Job Title: Purchasing Administrator**

**Job Summary**

The Purchasing Administrator administers specialized and unique purchasing programs, pursues and establishes business partnerships and vendor relationships for goods and services, promotes the specialized programs to the university and the larger community and is responsible for issuing reports on progress and results. This position reviews related purchase requisitions, assists in preparing bid specifications, issuing bid requests and reviewing quotations. The Purchasing Administrator also develops, interprets and trains departments and vendors on specialized purchasing procedures and supervises support staff.

**Nature of Work**

This position typically reports to a Purchasing Manager, Assistant Director or other appropriate administrator. The Purchasing Administrator must be able to use a high degree of initiative and independent judgment. This position requires technical knowledge of the specialized area and knowledge of purchasing policies and procedures. This position requires the ability to prepare and analyze technical specifications and bids, excellent communication and presentation skills and the ability to develop and maintain highly effective working relationships. This position requires high proficiency in the use of database, spreadsheet, word processing and presentation software tools. The Purchasing Administrator may also be responsible to supervising Staff, OPS and student OPS/FWSP employees.

**Examples of Duties**

The following list provides examples of the most typical duties for positions in this job class. Individual positions may not include all of the examples listed, nor does the list include all of the work that may be assigned to positions in this job class.

- Manages one or more purchasing functions and formulates and recommends policies and procedures to effectively administer these functions.
- Interprets purchasing administrative regulations and policies and recommends improvements to purchasing administration.
- Conducts presentations for and participates in trade associations or professional organizations to promote programs.

- Develops relationships with individual vendors in pursuit of program goals.
- Monitors, audits, and reports on program results.
- Develops and implements special studies in the assigned area of purchasing. Collects and analyzes data as appropriate.
- Assists in the preparation of specifications, legal advertisements, formal bid invitations, and correspondence regarding purchasing matters.
- Advises on solutions to complex issues as needed.
- Supervises clerical support employees.

**Minimum Qualification Requirements**

This position requires a Master's degree in an appropriate area of specialization or a Bachelor's degree in an appropriate area of specialization and three years of appropriate experience. Appropriate college coursework or vocational/technical training may substitute at an equivalent rate for the required experience.