

New Mexico State University Personnel Office  
New Mexico Department of Agriculture  
Non-Exempt Classification Specification

**Classification Title:** Buyer Specialist III  
**Class Code:** 4208      **Grade:** 12      **EEO-6 Code:** 4      **Last Update:** 09/14/93

**DESCRIPTION OF WORK**

**General Duties:** Performs all functions necessary for the purchase of equipment, supplies, and other materials for an organization and processes some maintenance contracts.

**Supervision Received:** Works under broad supervision of an administrative supervisor.

**Supervision Exercised:** Exercises supervision over personnel as assigned.

**EXAMPLES OF DUTIES**

Performs necessary functions for facilitation of written and sealed bids; performs all steps necessary for the processing of purchase requests such as: checking request for adequate information and documentation; contacting proposed vendors to obtain price quotations; advises requestors of potential for cost savings or improved delivery; placing orders and keeping requestor apprised of status of request; purges purchase request files to determine status of request; contacts vendor as necessary; advises requestor of status; keeps supervisor aware of progress of purchases, deliveries and any problems involved; receives training as required on processing of maintenance contracts; provides information to requestors regarding vendor and commodities resources; performs related work as required.

**MINIMUM QUALIFICATIONS**

**Knowledge:** Extensive knowledge of federal, New Mexico State University and state procurement regulations; knowledge of electronic equipment and parts, and a good understanding of mathematics to compute weights; transportation costs and pricing.

**Skills:** Skills in use of equipment such as telephone, calculator and/or typewriter.

**Abilities:** Ability to communicate both orally (especially by telephone) and in writing; ability to interpret illegible handwriting; ability to work effectively under pressure and remain calm during apparent crisis situations; ability to work with vendors; ability to handle sealed bids in conformance with all legal requirements; make independent decisions within scope of responsibility.

**Education:** Associate degree in Business Administration

**Experience:** Eight (8) years of experience in Marketing, Merchandizing or Management.

OR

Any equivalent combination of education and experience which provides the above knowledge, skills and abilities.