

UNIVERSITY OF CALIFORNIA, RIVERSIDE INVITES APPLICATIONS FOR THE POSITION OF

BUYER III OR IV

(This position is a dual level recruitment for a Buyer III or Buyer IV depending on qualifications)

❖ **About UC Riverside:**

In the Heart of Inland Southern California, UC Riverside is located on nearly 1,200 acres near Box Springs Mountain in Southern California, the park-like campus provides convenient access to the vibrant and growing Inland region. The campus is a living laboratory for the exploration of issues critical to growing communities — air, water, energy, transportation, politics, the arts, history and culture. UCR gives every student the resources to explore, engage, imagine and excel.

At UC Riverside we celebrate diversity and are proud of our #4 ranking among the nation for most diverse universities (US News and World Report 2011). Become part of a place that fosters success for all its constituents, students, faculty, and staff, and where work/life balance and campus culture are integral to our way of life. UCR is ranked 41st among top public universities (US News and World Report 2011) and is an affirmative action and equal opportunity employer, with a commitment to workforce diversity.

❖ **About Materiel Management:**

The Materiel Management Division supports the teaching, research, and public service missions of the University in a cost effective manner. The Materiel Management Division is committed to providing the best customer service and a range of services to include: purchasing, travel, equipment management, vendors, business contracts, receiving and shipping, records management, and storehouse. The division is responsible for the continued development and refinement of the University purchasing policies, allowing for simplified, streamlined and automated processes.

❖ **Essential Functions:**

Under the direction of the Purchasing Manager, the Buyer III/IV performs increasingly complex purchasing duties, according to prescribed policies, procedures and/or defined instructions in a cost effective, ethical, efficient, timely professional manner within a customer-service oriented environment.

The Buyer III/IV conducts formal bids and increasingly complex purchasing negotiations; purchases common goods and services and custom products/services to complex, difficult and highly technical transactions valued between \$50,000 to \$75,000 or less in response to campus needs. The Buyer III/IV also performs, assists with orders valued at all dollar levels and above their signature authority, in coordination with or under the specific or general direction. Purchases include a broad spectrum of materials, supplies, equipment and services across many commodity areas. The Buyer III/IV negotiates suitable language for software licenses. Also provides significant participation in Strategic Sourcing initiatives. The Buyer III/IV may provide supervision of Buyers and/or other purchasing staff.

This Purchasing position covers a wide spectrum of commodities for supporting Research, Teaching and Auxiliary Enterprise functions. An emphasis will be on Computing and Business related commodities, however a broad spectrum of commodities are involved and not limited to the following: Cable service, Communications equipment, Data acquisition systems, Industrial and rack-mount computers, Internet services, Mainframe computers, workstations, related peripherals and software, Networking equipment, PCs and related peripherals, Software licensing, Software for PCs, Telecommunications and Scientific equipment, and Temporary help.

❖ **Minimum Requirements:**

Buyer III

- Education and/or experience equivalent to a Bachelor's degree
- 3 years Professional Purchasing/Supply Chain Management experience
- Proven experience and interpersonal skills relevant to a business environment
- Demonstrated proficient computer use especially in MS Office applications
- Demonstrated written and verbal communication experience (in English)
- RFQ development and evaluation skills and experience
- Demonstrated effective negotiation skills
- Skill in evaluating complex concepts, trends, problems and relationships and determining best method/course of action
- Ability to work well under pressure, organize and prioritize work with frequent interruptions
- Ability to maintain accurate records
- Ability to work independently with little instruction
- Ability to effectively apply professional methods (forecasting, make or buy, market analysis, price and/or cost analysis, total life cost, sourcing)
- Ability to present public presentations and/or preparations for same

Buyer IV

- Education and/or experience equivalent to a Bachelor's degree in a related field
- 5 years Professional Purchasing/Supply Chain Management experience
- Extensive experience and interpersonal skills relevant to a business environment
- Demonstrated proficient computer use especially in MS Office applications
- Excellent written and verbal communication skills with effective public presentation experience (in English)
- RFQ/RFB/RFP development and evaluation skills and experience
- Extensive effective negotiation skills
- Ability to work well under pressure, organize and prioritize work with frequent interruptions
- Ability to maintain accurate records
- Ability to work fully independently without supervision
- Demonstrated ability in evaluating complex concepts, trends, problems and relationships and determining best method/course of action
- Knowledgeable and effective in professional methods (forecasting, make or buy, market analysis, price and/or cost analysis, total life cost, sourcing)
- Ability to present public presentations and/or preparations for same
- Ability to supervise employees

❖ **Preferred Qualifications:****Buyer III**

- Education and/or experience equivalent to a Bachelor's degree in a related field
- Proven Professional Purchasing/Supply Chain Management experience in a Public Purchasing environment
- Ability to supervise employees
- Demonstrated excellent written and verbal communication experience
- Attainment or pursuit of CPSM/C.P.M./CPPB or similar certification
- RFQ/RFB/RFP development and evaluation skills and experience
- Extensive effective negotiation skills
- Knowledge of UCR purchasing systems
- Knowledge of UC policy & procedure
- Knowledge of UCR financial System
- Knowledge of Public Purchasing Code
- Knowledge in the primary commodity area (as noted in the "position purpose" above)

Buyer IV

- Education and/or experience equivalent to a Master's degree in Business
- Extensive Professional Purchasing/Supply Chain Management experience in a Public Purchasing environment
- Attainment or pursuit of CPSM/C.P.M./CPPB or similar certification
- PeopleSoft experience
- 3 years Supervisory Experience
- Knowledge of UCR purchasing systems
- Knowledge in the primary commodity area (as noted in the "position purpose" above)
- Knowledge of Public Contract Codes and regulations
- Knowledge of UC policy & procedure

❖ **Conditions of Employment:**

This is a **full-time career** position. The standard work schedule is Monday - Friday, 8:00 a.m. to 5:00 p.m. Incumbents must possess a valid California driver's license. Travel may be required. The budgeted annual starting salary range for this position is **\$44,150 - \$78,929**. All UCR employees are required, as a condition of employment, to successfully complete a background investigation through the U.S. Dept. of Justice.

❖ **Benefits of Belonging:**

We offer a comprehensive compensation and benefits package. For information about our generous *employee* benefits package, please visit our website At Your Service:

http://atyourservice.ucop.edu/employees/new_employee/orientation.html.

❖ **Application Instructions:**

To apply for this position, please click the HR JOBS link at the bottom of this page, if you are viewing this flier on the UCR Finance and Business Operations website. You may also apply for this position by visiting our website <http://jobs.ucr.edu> and selecting the browse jobs link. The Buyer III or IV position number is **201112082179**.

❖ **Filing Date:** Open until filled