

THE UNIVERSITY OF WYOMING JOB DESCRIPTION

This is a description of a staff position at the University of Wyoming not a job opening announcement. Look for current job openings at the following link: [UW Human Resources](#).

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Title: BUYER, UNIVERSITY STORE

Reports To: Designated Supervisor

UW Job Code: 3033

UW Job Family: 33 - Management Support

SOC Code: 13-1022

FLSA: Exempt

Pay Grade: 19

Date: 5-1-02 (revised 7-1-02; 12-16-02; 7-1-04)

JOB PURPOSE:

Supervise and manage one or more of the following areas: clothing, imprinted and non-imprinted gifts, office supplies, or electronics. Purchase all items for the appropriate area, maintain inventory of products, research purchases, and maintain record-keeping system; resolve customer and vendor problems.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Supervise the assigned area(s); assess needs and future planning of area(s); purchase all merchandise for assigned area(s); maintain inventory and records.
- Resolve customer and vendor problems in obtaining items or refusing orders, tracking shipments, meeting deadlines, and procuring special order items.
- Properly price merchandise.
- May be responsible for the electronic and paper catalog.
- Process invoices, credits; receive, record and tabulate all necessary financial and inventory control information.
- Advise and assist faculty and staff on procedures/policies relative to procurement.
- Supervise personnel, financial, and operational aspects of the area(s).
- Recommend procedural changes for area; assist in development and maintenance of operational guidelines for area.
- Interpret policy and procedures to support staff and patrons.
- Work with vendor representatives to secure advantageous pricing.

SUPPLEMENTAL FUNCTIONS:

- Recommend hiring, training, supervising and evaluating support staff; maintain scheduling of staff; provide and/or arrange for backup in areas as necessary, ensure adequate sales floor coverage.

COMPETENCIES:

- Quantity of Work
- Conflict Management
- Developing Organizational Talent
- Negotiation
- Judgment
- Adaptability

MINIMUM QUALIFICATIONS:

Education: **Bachelor's degree in a related field**

Experience: **1 year work-related experience**

Required licensure, certification, registration or other requirements: **None**

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Routine mathematical principles and procedures.
- Routine and advanced computer applications and software in use in designated areas.
- University rules, procedures, budget management and planning principles, practices, techniques and tools.
- Academic bookstore operations.
- Routine project management principles, practices, techniques and tools.
- Routine customer service standards and procedures.
- Routine staff hiring procedures.
- Routine pricing standards and procedures.
- Routine research methods.
- Retail management principles and practices.
- Routine record-keeping methods, practices, and procedures.

Skills and Abilities to:

- Communicate effectively and provide information correctly and completely.
- Organize and maintain records efficiently and independently.
- Establish and maintain effective working relationships with a variety of individuals and groups.
- Process and track information accurately, efficiently and effectively.
- Use computer applications to enter and retrieve data, access information, and perform various functions.
- Supervise and train staff, including organizing, prioritizing, and scheduling work assignments.
- Resolve customer complaints and concerns.
- Develop and maintain recordkeeping systems and procedures.
- Make administrative/procedural decisions and judgments.

- Perform complex tasks and prioritize multiple projects.
- Perform advanced research.
- Understand and process complex paperwork.
- Perform basic and routine mathematical calculations (+, -, x, %, variance).

WORKING CONDITIONS:

Standard office environment; regular exposure to warehouse facility, subject to dirt, dust and temperature changes.

DISTINGUISHING FEATURES:

Buyer Assistant, University Store: Performs a variety of tasks, duties, and responsibilities supporting the Buying functions for the University Store. Does not make independent judgments that may commit significant University resources. Provides assistive support to the Buyer, University Store or the Buyer, Textbooks. Provides customer service for a designated area of the University Store.

Buyer, University Store: Performs the limited purchasing function for a major area of the University Store (Office Supplies, and General Merchandise), makes independent judgments, which commit a significant amount of University resources. Performs product research.

Buyer, Textbooks: Performs the limited purchasing function for all new and used textbooks, makes independent judgments, which commit a significant amount of University resources. Performs research for faculty and staff.

Authorized by Classification/Compensation, Human Resources

Employees may be requested to perform job-related tasks other than those specifically presented in this description. Participating in the University's hazardous waste minimization program is part of the job of each employee who uses (or may come in contact with) hazardous materials. Fair Labor Standards Act (exempt/non-exempt) is designated by position. University of Wyoming actively supports Americans with Disabilities Act and will consider reasonable accommodations.