



JOB DESCRIPTION:	Purchasing Buyer & Mailroom Supervisor		
DEPARTMENT:	Business Affairs – Purchasing		
REPORT TO:	Executive Director – Purchasing		
EEO CLASSIFICATION:	Professional	FLSA STATUS:	Exempt
CUPA HR CLASSIFICATION:	434110	DATE APPROVED:	14-APR-2021
		DATE MODIFIED:	17-MAR-2025

SUMMARY: Reviews and coordinates routine, single-order purchase requests in accordance with University policies and the New Mexico state procurement code and supervises the mailroom.

DUTIES:

1. Receives and reviews all incoming purchase requisitions for reasonable accuracy, necessary signatures, vendor information and account balances. Approves small purchases not exceeding \$20,000.00.
2. Enters and prints all purchase requisitions and change orders into computerized purchasing system.
3. Maintains department files and records in accordance with established policies, procedures, and standards. Maintains records in accordance with established policies and procedures and audit guidelines. Prepares, updates, and maintains internal Standard Operating Procedures Manual. Serves as Record Liaison for department per State of New Mexico guidelines.
4. Assists in formal bid openings and obtains telephone/written quotes when indicated. Provides liaison services between vendors and departments for procurement procedures, and problem resolution. Answers questions and provides information about department's activities, functions, and programs to facilitate resolution of concerns, issues, and problems. Refers complex inquiries to Director of Purchasing for resolution.
5. Issues and maintains IRS W-9 vendor files. Issues and maintains NM Business Taxpayer Identification Number (BTIN), Federal Tax Id/EIN and Tax Exemption Certificates files.
6. Develops and implements mailroom procedures. Assures USPS rules and guidelines are followed by mailroom staff.
7. May lead, guide, and train or assist staff/faculty/student employees, interns, and/or volunteers performing related work on computerized purchasing system (Banner).
8. Sells postage stamps and maintains/balances cash box on a daily basis. Ensures funding availability, maintains inventory and inventory count documentation. Submits sales slips to accounting to charge proper departments. Initiates correspondence in response to inquiries within scope of delegated authority.
9. Provides a broad range of administrative and supervisory functions. Supervises assigned staff in accordance with WNMU personnel practices including recruitment, training, performance evaluation, guidance, etc. Participates in the process of ongoing personal and professional development. Maintains comprehensive communication among all contacts (internal and external). Models professional standards and ethics in accordance with WNMU philosophy.
10. Performs other duties as assigned.

REQUIREMENTS:

1. **Education /Background:** High School Diploma or GED plus 2 years of experience as an auditor, buyer, or in an accounting field and 1 year of Supervisory experience. Associate's degree in Office Administration, Business, Purchasing or closely related field, or accounting/business course work in

a Bachelor's degree may substitute for two years of experience as an auditor, buyer, or in an accounting field. Bilingual (Spanish) preferred.

2. **Job Knowledge:** Ability to analyze purchasing requests/orders for compliance with institutional procedures and the New Mexico state procurement code. Ability to prepare informal bids, requests for quotes, and proposals in compliance with University business policies and the New Mexico procurement code. Ability to evaluate informal bids in accordance with established criteria. Ability to document work in progress, analyze and solve problems. Ability to resolve customer complaints and concerns. Knowledge of cost analysis techniques. Strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community. Ability to interpret New Mexico State statutes regarding public purchases. Ability to investigate and analyze information and to draw conclusions. Record maintenance skills. Ability to use independent judgment and to manage and impart confidential information. Knowledge of computerized purchasing system (Banner). Skill in working in an environment subject to frequent interruptions and changing priorities. Must be knowledgeable of University policies, procedures and regulation. Must be sensitive to cultural differences within the University and community. Proficient in Microsoft Office Applications.
3. **Working Conditions/Physical Demands** (With or Without Accommodations): Normal office and mailroom environment. Travels within the community as needed. May be required to pull, push, and carry mailroom packages, office equipment, and materials. Ability to comprehend and work with a variety of information from various sources. Able to clearly communicate with a diverse population of individuals. Ability to compose correspondence and reports and remain in a sedentary position for prolonged periods of time. May be required to work additional hours or days depending on circumstances.
4. **Other requirements:**
 - a. Requires a valid New Mexico driver's license.
 - b. Must pass a Defensive Driving Course within 2 months of hire date. (If applicable for the job)
 - c. Must obtain New Mexico Certified Procurement Officer certification within 1 year of hire.

This job description is not an exhaustive list of all responsibilities, skills, duties, requirements, effort, and/or working conditions associated with the position. Management reserves the right to revise the job or to require that other or different tasks be performed when circumstances change. In addition, this job description is not intended to create a contract of employment between the employee and Western New Mexico University, nor shall it be regarded as a promise to provide specific terms or conditions of employment.

I have read, understand and accept a copy of this job description.

Employee Signature

Date

Employee Name (Printed)