

Job Family Matrix

Job Function: Finance		Job Family: Procurement – Professional	
Job Family Summary: Perform or manage a range of procurement activities for the acquisition of commodities, equipment, components and services for a school or unit.			
Job Title: Procurement Administrator II		Job Title: Procurement Administrator III	
Job Code: F1256P		Job Code: : F1257P	
Grade Level: 56 Exemption: Exempt		Grade Level: 57 Exemption: Exempt	
Effective/Revision Date: January 2017		Effective/Revision Date: January 2017	
Job Summary		Job Summary	
Independently perform a variety of procurement activities.		Independently perform a variety of complex procurement activities to ensure cost savings.	
Core Duties		Core Duties	
<ul style="list-style-type: none"> • Identify and analyze procurement data; develop metrics to identify cost savings and sourcing opportunities and evaluate performance of University suppliers • Prepare procurement reports • Act as a procurement resource for a school/units community • Develop and initiate requests for proposal documents, review supplier proposals, makes supplier recommendations, issues award letters, and draft supplier contracts • Review contracts, monitor supplier performance and address issues within assigned category of goods and services • Ensure quality customer service and educate community on financial and procurement practices • Ensure financial compliance with University policies and procedures and applicable legal rules and regulations 		<ul style="list-style-type: none"> • Identify and analyze multiple procurement data sources; develop advanced metrics to identify significant cost savings • Provide procurement reports to management • Provide technical advice and problem resolution for a school/unit community on varied procurement issues; ensure high level of customer service • Develop and initiate requests for proposal documents, review supplier proposals, makes supplier recommendations, issues award letters, and draft supplier contracts • Review contracts, assist with vendor negotiation and selection, evaluate supplier performance and implement cost saving solutions • Ensure financial compliance with University policies and procedures and applicable legal rules and regulations 	
		<ul style="list-style-type: none"> • Analyze purchasing patterns, define priorities for assigned category of goods and services, and develop opportunities for cost savings • May function as subject matter expert or project lead for procurement • Negotiate vendor contracts, and monitor contract compliance to ensure terms and conditions are being met • Implement and monitor departmental procurement procedures, and may recommend changes and improvements • Monitor procurement system(s) and identify and recommend upgrades and changes • Research and report on industry trends and initiatives; investigate the targeted industry, its potential suppliers, and critical service factors • Collaborate with management to develop initiatives and oversee the ongoing management of established partnerships • Provide staff mentoring and training • Ensure financial compliance with University policies and procedures and applicable legal rules and regulations 	

Job Family Matrix

Basic Qualifications	Basic Qualifications	Basic Qualifications
<ul style="list-style-type: none"> Bachelor's degree or equivalent work experience required Minimum of 3 years' relevant work experience 	<ul style="list-style-type: none"> Bachelor's degree or equivalent work experience required Minimum of 5 years' relevant work experience 	<ul style="list-style-type: none"> Bachelor's degree or equivalent work experience required Minimum of 7 years' relevant work experience
Additional Qualifications and Skills	Additional Qualifications and Skills	Additional Qualifications and Skills
<ul style="list-style-type: none"> Knowledge of Microsoft Office Suite, advanced excel skills 	<ul style="list-style-type: none"> Knowledge of Microsoft Office Suite, advanced excel skills 	<ul style="list-style-type: none"> MBA or Master's degree in relevant field Knowledge of Microsoft Office Suite, advanced excel skills Knowledge of advanced financial operations principles
Certificates and Licenses	Certificates and Licenses	Certificates and Licenses
Physical Requirements	Physical Requirements	Physical Requirements
Working Conditions	Working Conditions	Working Conditions
<ul style="list-style-type: none"> Work is performed in an office setting 	<ul style="list-style-type: none"> Work is performed in an office setting 	<ul style="list-style-type: none"> Work is performed in an office setting

Job Family Matrix

Job Function: Finance	Job Family: Procurement – Professional
Job Family Summary: Perform or manage a range of procurement activities for the acquisition of commodities, equipment, components and services for a school or unit.	
Job Title: Procurement Administrator V	Job Title: Procurement Administrator VI
Job Code: F1259P	Job Code: F1260P
Grade Level: 59 Exemption: Exempt	Grade Level: 60 Exemption: Exempt
Effective/Revision Date: January 2017	Effective/Revision Date: January 2017
Job Summary	
Lead procurement, sourcing and cost saving activities for a school or department.	Direct procurement policy development and operations. Provide leadership and guidance to ensure cost savings and an efficient, unified approach to sourcing.
Core Duties	
<ul style="list-style-type: none"> • Lead procurement operations and departmental/school sourcing activities to ensure efficiency and cost savings • Function as a subject matter expert and/or project lead on financial operations • Identify areas for efficiency or improvement within existing policies and procedures, recommend improvements • Advise on developing procurement plans and recommend implementation processes and methods • Negotiate contracts and services with vendors to maximize cost savings; identify new sourcing and vendor opportunities • Collaborate with management and university representatives to review ongoing initiatives, may recommend improvements • Ensure quality customer service and educate community on financial and procurement practices • Ensure financial compliance with University policies and procedures and applicable legal rules and regulations 	<ul style="list-style-type: none"> • Direct procurement operations in order to reduce costs and achieve savings; work with departments to increase efficiencies and reduce contractual risk • Function as a subject matter expert and/or project lead on financial operations • Lead the development of procurement policies and procedures and ensure implementation • Strengthen key vendor relationships, negotiate contracts and services and perform comparative analyses to determine best vendor resources to meet client needs; increase vendor participation and choice • Provide specialized research and advanced solutions to sourcing challenges; act as a resource to staff and community • Collaborate with management and university representatives to develop initiatives and oversee the ongoing management of established partnerships • Ensure procurement systems meet the demands of clients; evaluate effectiveness and recommend improvements • Provide staff mentoring and training • Ensure financial compliance with University policies and procedures and applicable legal rules and regulations

Job Family Matrix

Basic Qualifications	Basic Qualifications
<ul style="list-style-type: none">• Bachelor's degree or equivalent work experience required• Minimum of 8 years' relevant work experience	<ul style="list-style-type: none">• Bachelor's degree or equivalent work experience required• Minimum of 10 years' relevant work experience
Additional Qualifications and Skills	Additional Qualifications and Skills
<ul style="list-style-type: none">• MBA or Master's degree in relevant field• Knowledge of Microsoft Office Suite, advanced excel skills• Knowledge of advanced financial operations principles	<ul style="list-style-type: none">• MBA or Master's degree in relevant field• Knowledge of Microsoft Office Suite, advanced excel skills• Knowledge of advanced financial operations principles
Certificates and Licenses	Certificates and Licenses
<ul style="list-style-type: none">• Professional in Supply Management (CPSM) preferred	<ul style="list-style-type: none">• Professional in Supply Management (CPSM) preferred
Physical Requirements	Physical Requirements
Working Conditions	Working Conditions
<ul style="list-style-type: none">• Work is performed in an office setting	<ul style="list-style-type: none">• Work is performed in an office setting

Job Family Matrix

Basic Qualifications	Basic Qualifications	Basic Qualifications
<ul style="list-style-type: none"> • Bachelor's degree or equivalent work experience required • Minimum of 7 years' relevant work experience • Supervisory experience 	<ul style="list-style-type: none"> • Bachelor's degree or equivalent work experience required • Minimum of 8 years' relevant work experience • Supervisory experience 	<ul style="list-style-type: none"> • Bachelor's degree or equivalent work experience required • Minimum of 10 years' relevant work experience • Supervisory experience
Additional Qualifications and Skills	Additional Qualifications and Skills	Additional Qualifications and Skills
<ul style="list-style-type: none"> • MBA or Master's degree in relevant field • Knowledge of Microsoft Office Suite, advanced excel skills • Knowledge of advanced financial operations principles 	<ul style="list-style-type: none"> • MBA or Master's degree in relevant field • Knowledge of Microsoft Office Suite, intermediate excel skills • Knowledge of advanced financial operations principles • Working knowledge of federal regulations related to grant spending 	<ul style="list-style-type: none"> • MBA or Master's degree in relevant field • Knowledge of Microsoft Office Suite, intermediate excel skills • Knowledge of advanced financial operations principles • Working knowledge of federal regulations related to grant spending
Certificates and Licenses	Certificates and Licenses	Certificates and Licenses
	<ul style="list-style-type: none"> • Professional in Supply Management (CPSM) preferred 	<ul style="list-style-type: none"> • Professional in Supply Management (CPSM) preferred
Physical Requirements	Physical Requirements	Physical Requirements
Working Conditions	Working Conditions	Working Conditions
<ul style="list-style-type: none"> • Work is performed in an office setting 	<ul style="list-style-type: none"> • Work is performed in an office setting 	<ul style="list-style-type: none"> • Work is performed in an office setting