

## **Finance Job Function**

### **Procurement Administrator IV**

**Grade:** 58

**Job Code:** F1258P

**Job Family:** Procurement

**Job Family Matrix:** [Procurement \(Finance\) Matrix](#)

#### **Summary**

Facilitate procurement operations and services and optimize overall procurement approach.

#### **Core Duties**

- 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

#### **Basic Qualifications**

- Bachelor's degree or equivalent work experience required
- Minimum of 7 years' relevant work experience

#### **Additional Qualifications and Skills**

- 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**

#### **Physical Requirements**

#### **Working Conditions**

- Work is performed in an office setting