

Job Family	Finance	Job Summary	Involves acquisition of goods and services including equipment acquisition, contracting for professional services, design and / or construction services, business contracts, maintenance services, consulting and personal services.
Job Function	Procurement		
Category	Supervisory & Management		

Job Level	Supervisor 1	Supervisor 2
Job Title	Procurement Supervisor 1	Procurement Supervisor 2
Job Code	6911	6912
Tracking Code	A0224	A0223
Personnel Program	PSS	PSS
FLSA	Exempt	Exempt
Generic Scope	Provides immediate supervision to a unit or group of operational or technical employees. A portion of time may be spent performing individual tasks related to the unit; however, supervisory activities must constitute a primary part of the job. Supervises unit operations to ensure compliance with departmental or organizational policies, procedures, and defined internal controls. Ensures accountability and stewardship of department resources (operational, financial, and human) in compliance with departmental standards and procedures.	Provides direct supervision typically to professionals or skilled technical employees. Functions as advisor to unit and administration. Analyzes and resolves problems, interprets policies (e.g., fiscal management, HR, contracts and grants, resource management in defined areas) and demonstrates solid subject matter knowledge. Exercises judgment within defined procedures and policies to determine appropriate action. Supervises staff to assure accountability and stewardship of department resources (operational, financial, and human) in compliance with departmental goals and objectives.
Custom Scope	Receives predetermined work assignments that are subject to a moderate level of control and review. Directs subordinates to complete assignments using established guidelines, procedures, and policies. Works on issues of limited scope. Follows established practices and procedures in analyzing situations or data from which answers can be readily obtained. Monitors daily operations of a unit or sub-unit. Requires full knowledge of own area of functional responsibility.	Receives assignments in the form of objectives with goals and the process by which to meet goals. Provides direction to employees according to established policies and management guidance. Administers organizational policies that directly affect subordinate employees. Recommends changes to unit or sub-unit policies. Management reviews work to measure meeting of objectives. Works on issues where analysis of situation or data requires review of relevant factors. Exercises judgment within defined procedures and policies to determine appropriate action.
Key Resp 01	Directly supervises small staff of purchasing assistants, lower level buyers, or other administrative staff, and provides significant input to staff performance and development, team building and communications, resolution of issues and conflicts, review and approval of work, and hiring and training employees.	Supervises large staff of purchasing assistants, lower level procurement analysts, or other administrative staff, including supervision of staff performance and development, team building and communications, resolution of issues and conflicts, review and approval of work, and hiring and training employees.
Key Resp 02	Participates in the selection, development, and evaluation of staff.	Participates in the development and monitoring of policies and procedures for department or department operations.
Key Resp 03	Drafts and executes purchase orders and request for quotations (RFQs).	Drafts and executes complex purchase orders and contracts, request for quotations (RFQs) and request for proposals (RFPs) .
Key Resp 04	Writes sole source justifications and bases for award documents.	Writes sole source justifications and bases for complex award documents.
Key Resp 05	Documents interpretations of processes, policies, and procedures for edification of customers and suppliers.	Documents complex interpretations of processes, policies, and procedures for edification of customers and suppliers.
Key Resp 06	Manages relationships with suppliers to negotiate price, terms.	Negotiates with supplier for prices, and unique terms and conditions as required.
Key Resp 07	Makes awards based on lowest cost that meets specifications; performs	Determines quality and cost effectiveness to select goods and services.

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	cost analyses.	
Key Resp 08	Identifies new supply sources and manages supplier performance issues.	Resolves supplier performance issues.
Key Resp 09	Regularly communicates with the organization's customers and end users to develop RFQs.	Regularly communicates and leads meetings with the organization's customers.
Key Resp 10	Ensures compliance with organizational procurement policy and organization or systemwide agreements.	Ensures departmental compliance with procurement policy.
Key Resp 11	Makes recommendations regarding new supply sources; champions use of a diverse supply base (as appropriate).	Makes recommendations regarding new supply sources; champions use of a diverse supply base (as appropriate).
Key Resp 12		Performs complex source and spend analyses.
Key Resp 13		Assists in implementation of organization or systemwide agreements; manages demand against agreements.
Key Resp 14		
Key Resp 15		
Education 1	Bachelor's degree in related area and / or equivalent experience / training.	Bachelor's degree in related area and / or equivalent experience / training.
Education 2		
Education 3		
Education 4		
License 1		
License 2		
License 3		
License 4		
Cert 1	Professional certification preferred.	Professional certification preferred.
Cert 2		
Cert 3		
Cert 4		
Spec Cond 1		
Spec Cond 2		
Spec Cond 3		
Spec Cond 4		
KSA 01	Full knowledge of the purchasing function.	Thorough knowledge of the purchasing function.
KSA 02	Supervisory skills required to lead purchasing group in department ensuring adherence to purchasing practices and guidelines.	Strong supervisory skills required to lead purchasing group in department ensuring adherence to purchasing practices and guidelines.
KSA 03	Demonstrated effective written and verbal communication skills.	Strong written and verbal communication skills.
KSA 04	Demonstrated effective interpersonal skills required in interacting with both internal and external resources.	Strong interpersonal skills required in interacting with both internal and external resources.
KSA 05	Analytical skills necessary to evaluate the cost effectiveness of purchasing	Strong analytical skills necessary to evaluate the cost effectiveness of

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	options.	purchasing options and planning for major commodities.
KSA 06	Knowledge of procurement policies, the organization's departments and operations, and Federal Acquisition Regulations.	Advanced knowledge of procurement policies, the organization's departments and operations, and Federal Acquisition Regulations.
KSA 07		Ability to read, interpret, develop and negotiate terms and conditions of contracts.
KSA 08		
KSA 09		
KSA 10		
KSA 11		
KSA 12		
KSA 13		
KSA 14		
KSA 15		
Environment	Campus, medical center or other university setting and various external venues.	Campus, medical center or other university setting and various external venues.
Career Path 1	Procurement Supv 2	Procurement Mgr 1
Career Path 2		
Career Path 3		
Career Path 4		
Career Path 5		
Career Path 6		