
Auburn University Job Description

Job Title:	Dir, Procurement & Business Svcs	Job Family:	No Family
Job Code:	AA80	Grade 39:	\$90,800 - \$151,300
FLSA status:	Exempt		

Job Summary

The Director of Procurement & Business Services provides professional leadership, direction, planning, management and supervision of procurement and business activities and operations while assuring maximum cost effectiveness, quality and value.

Essential Functions

1. Responsible for the procurement of goods, services, and projects to ensure the University receives maximum value for expenditures.
2. Performs the administrative and managerial functions necessary to plan, implement, review and control the operations of the Procurement and Business Services department to be in compliance with and support of the policies, mission and strategic plan of the University.
3. Serves as a liaison between Business & Finance/PPS and University departments, vendors, and other personnel. Ensures open communications regarding complex issues that arise within AU and vendors. Resolves issues and/or recommends corrective action.
4. Interprets, communicates and implements procurement policy and the processing of all procurement transactions in accordance with University policy and federal and state laws.
5. Assesses controls over payment distributions and updates procedures on a regular basis to encompass secure disbursements with technology advancements.
6. Oversees the department's Strategic Sourcing Initiative and the development, management, and implementation of the department's electronic processes. Develops and implements new methods, procedures, and programs in support of University operations and mission; proposes changes in systems, procedures, services or policies with accountability for the outcome.
7. In collaboration with other University designees, develops, implements, and administers new policies and procedures for Campus Sponsorship.
8. Ensures systems functionality availability, effectiveness, response time and resolution of any systems issues arising.
9. Generates and shares comprehensive and accurate reports, trends, and ad hoc reports.

Supervisory Responsibility

Supervises others with full supervisory responsibility.

The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.

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Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
Education	Four-year college degree	Degree in Management, Business Administration, Accounting, or related field.
Experience (yrs.)	8	Experience in procurement services with progressively increasing levels of responsibility and accountability at a large, complex organization. Must have 4 years directly managing full-time employees. Must have 2 years experience in a higher education or state agency environment.

Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

Substitutions allowed for Experience:

Indicated experience is required; no substitutions allowed.

Minimum Required Knowledge

Requires in-depth knowledge of theories and practices in the areas of procurement and payment services. In-depth knowledge of business and management practices including accounting principles and procedures, IRS tax laws, State of Alabama bid laws, and purchasing methodologies.

Certification or Licensure Requirements

None Required.

Physical Requirements/ADA

No unusual physical requirements. Requires no heavy lifting, and nearly all work is performed in a comfortable indoor facility.

Externally imposed deadlines; set or revised on short notice; frequent shifts in priority; numerous interruptions requiring immediate attention; unusual pressure on a daily basis due to accountability for success for major projects or areas of operation.

Job frequently requires standing, walking, sitting, talking, hearing, handling objects with hands, and lifting up to 10 pounds.

Job occasionally requires reaching, climbing or balancing, stooping/kneeling/crouching/crawling, and lifting up to 25 pounds.

Vision requirements: Ability to see information in print and/or electronically.

Date: 8/24/2017
