
Auburn University Job Description

Job Title: **Dir/Chief Procur & Payment Off**

Job Family: No Family

Job Code: **AA80**

Grade FO16 \$114,100 - \$228,200

FLSA status: Exempt

Job Summary

The Director of Procurement & Business Services directs and coordinates all aspects of the University's Procurement, Accounts Payable, Contracts Management, and Surplus Property functions by providing professional leadership, direction, planning, management, and supervision of the business activities and operations while assuring maximum cost effectiveness, quality, and value.

Essential Functions

1. Establishes and implements short- and long-range organizational goals, objectives, strategic plans, policies, and operating procedures; monitors and evaluates programmatic and operational effectiveness, and effects changes required for improvement.
2. Responsible for the procurement of goods, services, and projects to ensure the University receives maximum value for expenditures.
3. 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.
4. Serves as a liaison between Business & Finance/PPS and University departments, vendors, and other personnel and acts as negotiator between the university and vendors/suppliers on large and complex procurement contracts to ensure the University's needs are met and the contracts are in compliance with all applicable University policies, state and/or federal laws.
5. Develops long term technology roadmap, and ensures systems functionality availability, effectiveness, response time and resolution of any systems issues arising.
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, recommends and participates in the development of university policies and procedures; may serve on university planning and policy-making committees.
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.
10. Oversees the overall operations of units reporting to this position (Procurement, Accounts Payable, Contract Management, Surplus Property).
11. Interprets, communicates and implements procurement policy and the processing of all procurement transactions in accordance with University policy and federal and state laws.
12. Plans, develops, and implements strategies for generating resources and/or revenues for the organization.

Supervisory Responsibility

Supervises others with full supervisory responsibility.

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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, Supply Management or related .Preferred Master degree.
Experience (yrs.)	8	Experience in procurement and business 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, purchasing methodologies and Auburn University policies and procedures. Knowledge of financial/ business analysis techniques. Knowledge of Jaggaer, Banner, and Travel and Expense software platforms.

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 sitting, talking, hearing, handling objects with hands, .

Job occasionally requires standing, walking, reaching, and lifting up to 10 pounds.

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

Date: 11/10/2022
