Auburn University Job Description

Job Title: Asst Dir, Procurement Svcs
Job Code: ED09
FLSA status: Exempt

Job Summary
Assists the Procurement and Payment Services (PPS) Executive Director with administrative and operational functions of the department.

Essential Functions

1. Manages daily operations related to procurement including staff supervision, providing professional buying services, reviewing and approving sole source requests, providing initial management review and response to bid protests, providing guidance and assistance for complex campus purchases, and providing overall management of campus-wide Preferred Vendor Contracts.

2. Assists the Executive Director with monitoring procurement policies and procedures, bid laws, and pending legislation.

3. Manages in all phases of contract processing including staff supervision, writing, negotiating, reviewing, and approving contracts, assisting other departments with contracts, and tracking contract expiration dates and ensuring renegotiation/revision before expiration.

4. Manages Auburn's Strategic Sourcing Initiative.

5. Oversees the development and management of procurement related systems.

Supervisory Responsibility
Full supervisory responsibility for other employees is a major responsibility and includes training, evaluating, and making or recommending pay, promotion or other employment decisions.

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

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<thead>
<tr>
<th>Education</th>
<th>Minimum</th>
<th>Focus of Education/Experience</th>
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<tbody>
<tr>
<td>Degree</td>
<td>Four-year college degree</td>
<td>Degree in Management, Business Administration, Accounting or related field</td>
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<tr>
<td>Experience (yrs.)</td>
<td>5</td>
<td>Experience in procurement services</td>
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Substitutions allowed for Education:
Indicated education is required; no substitutions allowed.

Substitutions allowed for Experience:
When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.

Minimum Required Knowledge
Knowledge of accounting principles and procedures, 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 and revised beyond one’s control; interruptions influence priorities; difficult to anticipate nature or volume of work with certainty beyond a few days; meeting of deadlines and coordination of unrelated activities are key to position; may involve conflict-resolution or similar interactions involving emotional issues or stress on a regular basis.

Job frequently requires standing, walking, sitting, talking, hearing.

Job occasionally requires handling objects with hands, and lifting up to 10 pounds.

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

Date: 10/29/2013