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## Auburn University Job Description

Job Title:	<b>Asst Dir, Procurement Svcs</b>	Job Family:	No Family
Job Code:	<b>ED09</b>	Grade 37:	\$68,700 - \$114,500
FLSA status:	Exempt		

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### Job Summary

Under general direction of the Procurement and Business Services Director, manages the day-to-day operations related to procurement services. Responsible for building and maintaining relationships with campus stakeholders.

### Essential Functions

1. Manages daily operations related to procurement including ensuring bid law compliance and overseeing the University's strategic sourcing efforts. Tasks involve, but are not limited to, 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. Acts as liaison between Procurement and Business Services Central Business Office and individual colleges, schools, departments, and outside constituents. Builds and maintains positive partnerships with campus stakeholders through face-to-face meetings, training, developing and driving communication efforts, developing new committees to discuss procurement related issues, and providing guidance on complex procurement related issues.
3. Manages Auburn's Strategic Sourcing Initiative to include, but not limited to, negotiation of new vendor contracts, implementation and ensurance of new contract utilization across campus, and maintenance and ensurance of legal compliance in regards to terms and policies related to preferred vendor contracts. Responsible for maintaining vendor and contract relations through the performance of quarterly reviews to discuss issues, opportunities, areas for improvement, etc.
4. Develops and analyzes various reports regarding University spend data, contract compliance, and staff metrics through the utilization of analytics tools for the purpose of providing upper administration with the information necessary to make contracting decisions and to evaluate staff performance and needs.
5. Leads process changes to procurement systems and reviews existing policies in order to improve efficiencies and better utilize University resources. Responsible for overseeing system upgrades and implementation of new technologies.
6. Supervises procurement staff to include planning, coaching, rewarding, and recognizing. Responsible for appraising performance and ensuring that the training and development needs of staff are met.

### 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

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
<b>Education</b>	Four-year college degree	Degree in Business Management, Business Administration, Accounting, Supply Chain Management, or other related field.
<b>Experience (yrs.)</b>	5	Exempt-level experience in procurement services showing progressively increasing levels of responsibility and accountability. Experience in making complex decisions that may be related to the deployment of new methods, procedures, and programs. At least one year of experience hiring, developing, supervising, and evaluating professional staff.

#### **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 procurement methodologies.

#### **Certification or Licensure Requirements**

None Required.

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### 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 sitting, reaching, talking, hearing, handling objects with hands,

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

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

Date: 4/19/2018

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