
Auburn University Job Description

Job Title: **Mgr, Procurement Svcs**

Job Family: No Family

Job Code: **ED14**

Grade 34: \$45,100 - \$75,100

FLSA status: Exempt

Job Summary

Manages the daily activities related to procurement and payment services to include (but not limited to) personnel management, training staff and University employees on procurement policies and procedures, and assisting with budgetary and policy issues.

Essential Functions

1. Manages the buying program to ensure legal correctness and acceptability of contracts, bids, proposals, and vendor agreements.
2. Recommends and implements improvements to procurement policies, practices, and procedures.
3. Trains and advises others regarding sourcing, selection, and acquisition of materials, supplies, and services.
4. Prepares and reviews commodity analysis and prepares appropriate reports; provides analysis, projections, and trends.
5. Drafts and processes various bid and procurement related documents.
6. Guides system related review, troubleshooting and enhancement activities.

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>
Education	Four-year college degree	Degree in Management, Procurement/Supply Chain, Logistics, Accounting, Business Administration, or related field.
Experience (yrs.)	5	Experience in a business office environment.

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 sound business and management practices.

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

Job occasionally requires standing, walking, stooping/kneeling/crouching/crawling, and lifting up to 10 pounds.

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

Date: 11/7/2011
