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## Auburn University Job Description

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

Job Family: No Family  
Grade FO12 \$66,900 - \$120,400

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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 operations and surplus property. Including, but not limited to oversight for the procurement and surplus property operations, issuance of purchase orders, the planning and implementation of a robust surplus property program that is responsible for the disposition, transportation, and custody of surplus inventory.
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. Develops and analyzes various reports regarding surplus property metrics, revenues, and inventory.
4. Develops and analyzes various reports regarding procurement staff metrics and total spend.
5. Leads process changes to procurement and surplus property 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. Develops and manages Auburn's Supplier Diversity program to include, website enhancement and maintenance, community outreach, and training.
7. Supervises procurement staff and surplus property 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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