



JOB INFORMATION

Job Code	ED10
Job Description Title	Strategic Procure&Contract Of
Pay Grade	FO11
Range Minimum	\$62,960
33rd %	\$79,750
Range Midpoint	\$88,140
67th %	\$96,540
Range Maximum	\$113,330
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	11/9/2011

JOB FAMILY AND FUNCTION

Job Family:	Financial & Business Operations
Job Function:	Procurement & Payment Services

JOB SUMMARY

Provides procurement policy and procedure guidance throughout the University as well as reviewing contracts and making purchases when necessary.

RESPONSIBILITIES

- 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. Responsible for maintaining vendor and contract relations through the performance of quarterly reviews to discuss issues, opportunities, areas for improvement, etc.
- Reviews and advises on contracts, bids, proposals, and vendor agreements to ensure legal correctness, price, and acceptability of items to specification.
- Develops, advises, explains, and monitors applicable state and federal regulations, policies, and procedures for the University as it relates to procurement and guides customers on proper and legal usage enabling the department to run as efficient as possible.
- Develops and analyzes various reports regarding University spend data, contract compliance, and staff metrics through the utilization of analytic tools for the purpose of providing upper administration with the information necessary to make contracting decisions and to evaluate staff and performance needs.
- Guides and develops new procurement programs and initiatives designed to benefit the department and University, such as vendor selection and customer containment.
- Leads implementation of new technologies within the procurement and payments functions.
- Oversees and assists in the purchasing for departments on campus requiring a higher degree of procurement involvement (negotiations, strategic buying, etc.).
- Reviews pending State Legislation and responds on behalf of the University system.
- Negotiates and contracts for purchase of goods and/or services on behalf of the University system.
- Serves as the contracting officer for the entire University system by providing final review and approval of contracts and agreements.
- Provides guidance to campus constituents regarding applicable state and federal regulations and University spending guidelines.
- Supervises strategic procurement staff to include planning, coaching, rewarding, and recognizing. Responsible for appraising performance and ensuring that the training and development needs of the staff are met.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.
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MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
Bachelor's Degree	Degree in Business Administration, Logistics Management, Materials Management, Accounting or related field	and	7 years of	Experience in materials and logistics management	

Substitutions Allowed for Experience	Yes
<i>Substitution 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.</i>	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of accounting principles and procedures, IRS tax laws, State of Alabama bid laws, and purchasing methodologies.

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/Desired
None Required.			

REQUIRED PRE-EMPLOYMENT SCREENINGS

Financial History Check

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category: Other

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			
Sitting					X	
Lifting	X					
Climbing		X				
Stooping/ Kneeling/ Crouching		X				
Reaching				X		
Talking					X	
Hearing					X	
Repetitive Motions					X	

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Eye/Hand/Foot Coordination					X	

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme cold		X			
Extreme heat		X			
Humidity		X			
Wet		X			
Noise		X			
Hazards		X			
Temperature Change		X			
Atmospheric Conditions		X			
Vibration		X			

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