
Auburn University Job Description

Job Title: **Admstr, Procurement Solutions**

Job Family: No Family

Job Code: **ED12**

Grade FO09 \$48,700 - \$82,800

FLSA status: Exempt

Job Summary

Responsible for managing or performing work associated with Procurement and Business analysis including: Identifying and analyzing business needs, conducting requirements gathering, and defining scope and objectives; making recommendations for solutions or improvements to business processes that can be accomplished through new technology or alternative uses of existing technology; translating business requirements into application requirements. This position is responsible for the operation and maintenance for Procurement and Business Services highly complex third party software programs including, but not limited to Jagger, Concur travel and expense management software, JP Morgan payment programs. This includes ERP integrations, maintaining customer roles, tables, creating complex forms and workflows. Act as the University Procurement and Business Services representative when coordinating with Jaggaer project teams and with vendor technicians. Assists with the development of Jaggaer end-user training. Additionally, the duties include preparation of weekly and monthly staff statistics; ensuring quarterly reports mandated by senior leadership or the State of Alabama are prepared accurately and within the specified time period and preparation of vendor spend reports to be used in developing negotiation strategies.

Essential Functions

1. Formulates and defines scope and objectives of solution systems through research and fact-finding combined with an understanding of applicable business systems and industry requirements. Evaluates and configures the Procurement and Business Services technology platforms to optimize process, workflow, policy compliance, and end user experience. Technology platforms include but are not limited to the Jaggaer, Concur Travel & Expense Management, JP Morgan Single Use Account and Procurement Card programs.
 2. Develops, leads and supports technology solution project plans, which outlines project tasks, requirements, milestone dates, status, allocation of resources, testing, documenting, and communicating system functionality and its impact to stakeholders. Evaluates and identifies opportunities to enhance user experience and increase the use and value of the Procurement Service Center's technologies.
 3. Determines and recommends applications required for optimal business process solutions considering cost and performance objectives. Collaborates with Procurement and Business Services teammates, University constituents, and other strategic partners to identify areas of improvement within existing functionality and evaluate ROI of potential system enhancements. Prepares vendor spend reports to be used in developing negotiation strategies.
 4. Participates in requirements planning and feasibility determination. Generates and/or reviews requirements documentation.
 5. Performs analysis and prepares reports in order to ensure that programs meet or exceed schedule commitments. Ensures that established project management and quality assurance procedures are followed. Recommends improvements to existing project management and quality assurance procedures. Prepares weekly and monthly staff statistics ensuring quarterly reports mandated by senior leadership or the State of Alabama are prepared accurately and within the specified time period.
 6. Collaborates with stakeholders on project components including, but not limited to, requirements, functional design, functional configuration, testing, and documentation. Acts as a liaison in the
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updating and development of training and communication materials related to the Procurement and Business Services systems. Communicates system-related issues and enhancement requests between third party software suppliers and internal stakeholders.

7. Supports ongoing administration of the Procurement and Business Services' technology platforms at a departmental level while ensuring all applications and integrations are functioning properly and troubleshooting system-related issues on a daily basis.
8. Works on special projects and performs other duties as assigned.

Supervisory Responsibility

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

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	No specific discipline.
Experience (yrs.)	5	Experience in business and/or procurement analysis, preferably in a university setting.

Substitutions allowed for Education:

When a candidate has the required experience, but lacks the required education, they may normally apply additional relevant experience toward the education requirement, at a rate of two (2) years relevant experience per year of required education.

Substitutions allowed for Experience:

Indicated experience is required; no substitutions allowed.

Minimum Required Knowledge

Understanding of the business environment of a large university system including a basic understanding of the University system, its policies, and its operating procedures. Knowledge of business systems analysis and current technological developments and trends. Current knowledge of relevant state-of-the-art technology, equipment, and/or systems. Intermediate knowledge of agile methodologies with a detailed focus on deployment and integration. Ability to analyze, organize and prioritize work while meeting multiple deadlines.

Certification or Licensure Requirements

None required.

Physical Requirements/ADA

Occasional and/or light lifting required. Limited exposure to elements such as heat, cold, noise, dust, dirt, chemicals, etc., but none to the point of being disagreeable. May involve minor safety hazards where likely result would be cuts, bruises, etc.

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, talking, hearing, .

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

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

Date: 5/12/2022
