**P5: Level Standards**

**GENERAL ROLE**

This level is accountable for serving in an advanced senior resource capacity in an area of specialization.

Incumbents:

* Serve in a subject leader and consultative capacity within an area of specialization.
* Serve in the most advanced capacity and frequently being assigned project leadership roles within a specific administrative/programmatic function or specialty area.

**INDEPENDENCE AND DECISION-MAKING**

*🡪 Supervision Receive*d

* Works under direction.
* Seeks approvals when significant changes to process steps are considered and additional resources for task completion are required.

*🡪 Context of Decisions*

* Decisions are driven by office/departmental policy and procedures.

*🡪 Job Controls*

* Free to plan and carry out all phases of work assignments.
* Has the latitude to make daily operational decisions.

**COMPLEXITY AND PROBLEM SOLVING**

*🡪 Range of issues*

* Issues tend to be operational in nature.

*🡪 Course of Resolution*

* Identifies issues and gathers facts.
* Must understand the smallest details of an assigned area.

*🡪 Measure of Creativity*

* Problems are not amenable to strict technical resolution, requiring innovative thinking for resolution.

**COMMUNICATION EXPECTATIONS**

*🡪 Manner of Delivery and Content*

* Diplomatically and effectively deliver information difficult to understand or in contrast with a student or customer's views.

**SCOPE AND MEASURABLE EFFECT**

* Actions regularly affect a department or a project outcome with department/office impact.
* Actions generally have a direct impact on controlling such things as staff size and nature of work and scope of services.
* Performance results tend to relate to efficiency, fiscal practices and standing, quality/continuous improvement, timeliness, resource allocation/effectiveness, etc.

**Job Template**

**GENERAL SUMMARY**

Leads procurement strategy development and supervises procurement activities and processes of a specified team serving the University main campus and regional campuses.

**REPORTING RELATIONSHIPS AND TEAMWORK**

Works under direction of a manager or director. Serves as a lead over the day-to-day operations of a group of employees.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

*The intent of this section is to list the primary, fundamental responsibilities of the job – that is, the duties that are central and vital to the role.*

* Prepares, develops, and establishes complex procurement strategies and processes.
* Authorizes documents, bid results, and/or purchase orders within financial management systems according to limits established by department and Board of Trustees.
* Oversees the work of assigned personnel, including assigning and reviewing work, providing guidance, and conducting performance evaluations.
* Responsible for performing comparative market analysis; ensures procurement decisions are financially responsible and vendor and contract agreements present minimal risk to the University.
* Builds and maintains relationships with department heads, vendors, contractors, and other internal and external stakeholders.
* Serves as a resource to departments regarding vendor disputes. Advises departments on contractual rights and dispute resolution strategies. Supervises and/or conducts negotiations to settle disputes and claims; elevates matters to supervisor, as appropriate.
* Identifies errors and issues related to purchase orders and contracts; takes independent corrective action as necessary.
* Assists in the development of department-wide policies, procedures, and practices. Evaluates quality of services and makes recommendations for improvements.
* Serves as a primary liaison with departments, Office of the Attorney General, Office of General Counsel, outside legal counsel, vendors, and contractors.
* Represents the unit and/or supervisor to all levels of University officials, outside agencies, and vendors.
* Develops and maintains vendor database; monitors vendor and product performance to ensure compliance with contractual obligations. Provides input on strategic management of vendor relationships, contractual terms and conditions and risk mitigation.
* Performs related work as required.

**MINIMUM QUALIFICATIONS**

* Bachelor’s degree in closely related field and six to seven years of related professional experience in a comparable institutional environment.

OR

* Master’s degree in closely related field and four or more years of related professional experience in a comparable institutional environment.

OR

* Associate’s degree in a closely related field and eight or more years of related professional experience in a comparable institutional environment.

**COMPETENCIES**

**Knowledge of:**

* Contract law and applicable Federal and State procurement statutes and policies
* Principles and practices of employee supervision
* Accepted procurement practices
* Microsoft Office and related software applications

**Skill in:**

* Planning and organization
* Strategy development
* Developing and maintaining effective and appropriate working relationships
* Critical thinking, problem solving and analysis

**Ability to:**

* Negotiate, administer, and supervise complex procurement, design, and contracting documents
* Communicate effectively through both oral and written means
* Respect diversity and work collaboratively with individuals of diverse cultural, social and educational backgrounds
* Identify and resolve complex contractual issues
* Assess University needs, communicate needs to the vendor community, evaluate products to determine technical compliance, and resolve discrepancies
* Maintain the confidentiality of information and professional boundaries
* Work independently to analyze available information, draw conclusions and understandings, and present such conclusions effectively to senior management