

Job Template: Procurement Professional

Occupational Group	Administrative Services
Job Family	Procurement
Job Path	Procurement
Job Title	Procurement Professional
Job Category: P	Job Level: 2
FLSA Status: E	Job Code: B50000

P2: Level Standards

GENERAL ROLE

This level is accountable for directly providing service to any assigned work unit at the University. The service can focus on a single or a variety of job functions with varying degrees of independence.

Incumbents:

- Put into effect what is required by defined job duties and responsibilities following professional norms or established procedures and protocols for guidance.
- Tend to have assignments that are reoccurring and work outputs generally are delivered in a prescribed form/format.
- Alter the order in which work or a procedure is performed to improve efficiency and effectiveness.
- May recommend or implement modifications to practices and procedures to improve efficiency and quality, directly affecting the specific office operation or departmental procedure or practice.

INDEPENDENCE AND DECISION-MAKING

→ *Supervision Received*

- Works under general supervision.
- Periodic checks on accuracy, quality, and timeliness of outcomes.

→ *Context of Decisions*

- Independently develops how work is to be done based on precedent, practice, and existing policy at the unit/office levels.

→ *Job Controls*

- Possess the latitude to adjust the work processes or methods to effectively and efficiently manage their work assignments.
- Guided by general procedures and professional norms.

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COMPLEXITY AND PROBLEM SOLVING

→ *Range of issues*

- Problems tend to be modestly technical or operational.

→ *Course of Resolution*

- Performs comparisons, verifications, reconciliations, compilations, etc. and such of data, program or student services/practices, or operational/staff output.
- Understands the end product/outcome and where to send and receive information and materials to fulfill the assigned responsibilities.

→ *Measure of Creativity*

- Once problems are identified, solutions generally can be resolved using conventional or standard procedures.
- Most of the obstacles, issues, or concerns can be handled with established practice and policy.

COMMUNICATION EXPECTATIONS

→ *Manner of Delivery and Content*

- Regularly provides information on finished materials to others.

SCOPE AND MEASURABLE EFFECT

- Actions typically affect an individual, item, event, or incident, etc.
- Actions taken are generally done to meet reporting requirements or regulatory guidelines, or to satisfy internal checks and balances and/or existing standards.
- Incumbents indirectly promote the general welfare of students, faculty and staff, and safeguard the institution by playing an important role within a process.

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Job Template

GENERAL SUMMARY

Performs a full range of routine procurement-related duties involving the purchase and/or contracting of assigned commodities while abiding State and University policies and regulations and adhering to contractual agreements with vendors.

REPORTING RELATIONSHIPS AND TEAMWORK

Works under general supervision of a supervisor or manager.

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.

- Reviews Limited Value Purchase Orders, purchase requisitions and/or contracts for assigned commodities.
- Determines correct method for procuring and/or contracting goods and services in accordance with State and University statutes, rules and regulations, policies, and procedures.
- Evaluates sources that can provide essential goods and services to support the University's needs; may solicit competitive bids from vendors within approved dollar limits, as appropriate.
- Assists in developing specifications to clearly define precise product requirements as well as special terms and conditions to protect the University's interests relative to contractual obligations.
- Analyzes and interprets price trends and market conditions; makes recommendations to supervisor.
- Monitors vendor and product performances to ensure compliance with contractual obligations; notifies supervisor if concerns arise.
- Develops and maintains vendor and/or contract database.
- Provides routine training for clients relative to State and University Procurement policies and procedures, as appropriate.
- Serves as a primary point of contact for the University, Office of General Counsel, and/or other state agencies, as appropriate.

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- Aids in negotiating settlements to resolve disputes arising from the purchase of assigned commodities as necessary.
- Performs related work as required.

MINIMUM QUALIFICATIONS

- Bachelor's degree in related field and one to two years of related experience.

OR

- Associate's degree in related field and three to four years of related experience.

An equivalent combination of education and/or experience may be substituted for the degree and years requirement.

COMPETENCIES

Knowledge of:

- State procurement laws relative to assigned commodities
- Market trends of assigned commodities
- Microsoft Office and related software applications

Skill in:

- Planning and organization
- Developing and maintaining effective and appropriate working relationships
- Critical thinking, problem solving and analysis

Ability to:

- Communicate effectively through both oral and written means
- Respect diversity and work collaboratively with individuals of diverse cultural, social and educational backgrounds
- Learn new skills and be flexible
- Analyze proposals and contracts
- 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

Job Template: Procurement Specialist 1

Occupational Group	Administrative Services
Job Family	Procurement
Job Path	Procurement
Job Title	Procurement Specialist 1
Job Category: P	Job Level: 4
FLSA Status: E	Job Code: B50001

P4: Level Standards

GENERAL ROLE

This level is accountable for directly providing service to any assigned work unit at the University. The service can focus on a single or a variety of job functions with varying degrees of independence. Positions at this level may supervise student or support employees.

Incumbents:

- Put into effect what is required by defined job duties and responsibilities following professional norms or established procedures and protocols for guidance.
- Alter the order in which work or a procedure is performed to improve efficiency and effectiveness.
- Recommend or implement modifications to practices and procedures to improve efficiency and quality, directly affecting the specific office operation or departmental procedure or practice.

INDEPENDENCE AND DECISION-MAKING

→ *Supervision Received*

- Works under direction.

→ *Context of Decisions*

- Decisions should involve selecting an approach from among alternatives, timing when certain tasks should be performed, determining how to best use available resources, and other similar choices.
- Decisions require more coordination and collaboration among different sources, taking into consideration the roles and impact on work outside the immediate organization.

→ *Job Controls*

- Has the latitude to make decisions on projects that they are accountable for delivering on.
- Free to plan and carry out all phases of work assignments.

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Occupational Group	Administrative Services
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Job Title	Procurement Specialist 1
Job Category: P	Job Level: 4
FLSA Status: E	Job Code: B50001

COMPLEXITY AND PROBLEM SOLVING

→ *Range of issues*

- Assignments are defined as less reoccurring or cyclical tasks, and primarily consist of development or refinement of programmatic or administrative objectives.

→ *Course of Resolution*

- Resolution and project completion require substantial planning and scheduling within the department in order to obtain and align resources when and where needed.

→ *Measure of Creativity*

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

COMMUNICATION EXPECTATIONS

→ *Manner of Delivery and Content*

- Regularly provides information on finished materials to others.
- Diplomatically and effectively deliver information difficult to understand or in contrast with a student or customer's views.

SCOPE AND MEASURABLE EFFECT

- Incumbents may supervise a small homogenous department, with proportionate responsibility to perform daily responsibilities similar to the work of subordinate staff.
- Actions typically affect an individual, item, event, or incident, etc.
- Actions taken are generally done to meet reporting requirements or regulatory guidelines, or to satisfy internal checks and balances and/or existing standards.
- Incumbents are typically designated as a lead or frequently assigned project leadership roles within a specific administrative/programmatic function or specialty area.

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- Generally, have a more direct impact on a larger action or process, such as serving as an approver in a process, where the process is “owned” by a different work unit.

Job Template

GENERAL SUMMARY

Responsible for the more advanced review and approval of acquisitions for goods and services within approved dollar limits for various assigned commodities. Collaborates with stakeholders to clearly define needs and sourcing avenue.

REPORTING RELATIONSHIPS AND TEAMWORK

Works under limited supervision of a supervisor or manager.

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.

- Reviews requests for goods and services from departments; determines most appropriate method of procurement in accordance with Federal and State statutes and regulations and University policies and procedures.
- Works with departments and stakeholders to understand needs; assists in developing and writing product and service specifications; develops special terms and conditions to protect the University’s interests relative to contractual obligations.
- Evaluates sources that can provide essential goods and services and solicits competitive bids from qualified vendors. Manages the prequalification and selection process; develops appropriate bidding documents, e.g. Requests for Qualifications (RFQ) and Proposals (RFP).
- Conducts negotiations on contract prices, technical requirements, and terms and conditions; issues recommendations for contract and service awards to the stakeholder. Collaborates with Contract Specialists to negotiate contracts, maintain records on contract administration actions and requirements, as well as evaluate contract compliance.
- Conducts market research, analysis, and interprets price trends and market conditions; provides strategic advisement and recommendations to supervisor or designated team leader.

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- Provides training for faculty and staff pertaining to purchasing policies and procedures. Provides training for clients relative to State and University purchasing policies and procedures.
- Serves as a primary resource regarding procedures, time requirements, availability of products and services, and administrative requirements for procurement of goods and services.
- Serves as a liaison between the University, Office of General Counsel and/or other state agencies, as appropriate.
- Develops and maintains vendor database; monitors vendor and product performance to ensure compliance with contractual obligations.
- Responds to inquiries, requests and complaints from University administration; negotiates settlements as necessary to resolve disputes arising from the purchase of assigned commodities.
- Prepares and disseminates administrative reports, records, and correspondence as needed.
- May lead staff and student employees, as assigned.
- Performs related work as required.

MINIMUM QUALIFICATIONS

- Bachelor's degree in related field and four to five years of related professional experience in a comparable institutional environment.

OR

- Associate's degree in related field and six to seven years of related professional experience in a comparable institutional environment

OR

- Eight (8) years of professional procurement experience in a comparable institutional environment.

An equivalent combination of education and/or experience may be substituted for the degree and years requirement.

COMPETENCIES

Knowledge of:

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- State procurement laws relative to assigned commodities
- Market trends assigned commodities
- Contract law, accounting, finance, and marketing as they relate to purchasing, Federal, and State statutes
- Microsoft Office and related software applications

Skill in:

- Planning and organization
- Developing and maintaining effective and appropriate working relationships
- Critical thinking, problem solving and analysis

Ability to:

- Assess University needs, communicate needs to the vendor community, evaluate products to determine technical compliance, and resolve discrepancies
- Communicate effectively through both oral and written means
- Respect diversity and work collaboratively with individuals of diverse cultural, social and educational backgrounds
- Analyze complex proposals and business trends
- 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

Job Template: Procurement Specialist 2

Occupational Group	Administrative Services
Job Family	Procurement
Job Path	Procurement
Job Title	Procurement Specialist 2
Job Category: P	Job Level: 5
FLSA Status: E	Job Code: B50002

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 Received*

- 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.

Job Template: Procurement Specialist 2

Occupational Group	Administrative Services
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Job Path	Procurement
Job Title	Procurement Specialist 2
Job Category: P	Job Level: 5
FLSA Status: E	Job Code: B50002

→ *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.

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Occupational Group	Administrative Services
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Job Title	Procurement Specialist 2
Job Category: P	Job Level: 5
FLSA Status: E	Job Code: B50002

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.

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- 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:

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- 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