

## DRAFT – May 21, 2018

### PROCUREMENT JOB FAMILY – PROCUREMENT MANAGEMENT

**JOB FAMILY CONCEPT:** The Procurement job family is responsible for all aspects of procurement of goods and services for the University and ensures compliance with applicable laws, regulations, and policies. Responsibilities may include researching products/services and related state statutes; initiating, managing, processing, and auditing requisitions through the review and approval of sole source justifications, bidding process, and procurement agreements. Typical functions require the knowledge of group and cooperative agreements, specialized software, diversity business engagement, supplier relationship management, U.S. General Services Administration (GSA) Schedules and Contracts, contracts administration, various procurement methods, mandatory reporting requirements, general procurement training and end-user assistance.

#### **PROCUREMENT MANAGEMENT**

The Procurement Management role provides leadership, direction, training, and management for procurement functions, which may include surplus functions. Manages budgets, provides expertise and analysis for strategic and long-range planning, provides interpretation of rules and regulations and is responsible for enforcing compliance.

The **Procurement Management** role is distinguished from the **Procurement Professional** role in that it has primary responsibilities for planning and managing resources and strategy in a procurement area.

The **Procurement Management** role is distinguished from other management roles by its primary focus on procurement.

#### **PROCUREMENT MANAGEMENT 1**

##### **Typical Functions**

- Manages the day-to-day operations and personnel of a functional procurement subunit within a larger unit.  
**OR** Manages the day-to-day operations, budget and personnel of a small functional procurement unit.
- Supervises staff including hiring and performance management.
- Reviews high level purchasing documents and reviews procurement processes.
- Contributes to the development of long-range planning.
- Develops and delivers formal training to university community.
- Ensures policies and procedures, as well as ensures compliance with applicable rules and regulations.

##### **Complexity and Decision Making Authority**

Resolves daily operational issues. Solves unusual problems and issues. Decisions on bids and purchasing arrangements may have university wide implications. Refers high level issues that cannot be resolved, legal concerns or approvals over delegated purchase limit to their supervisor.

##### **Knowledge, Skills, and Abilities**

Advanced knowledge of procurement policies and procedures. Advanced knowledge of applicable laws and regulations. Negotiation skills. Ability to supervise and mentor others.

##### **Education/Experience**

Bachelor's degree in relevant field and five years of relevant progressively responsible experience, or an equivalent combination of education, training and experience.

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### PROCUREMENT MANAGEMENT 2

#### Typical Functions

- Manages the day-to-day operations, budget, and personnel of a complex functional unit and typically manages other managers within the unit.
- Responsible for the strategic and long-term planning and management oversight of procurement activities.
- Sets university purchasing goals in accordance with diversity business enterprise.
- Drives and implements continuous improvements.
- Responsible for resolving complex problems and issues.
- Ensures policies and procedures, as well as ensures compliance with applicable rules and regulations.
- Manages relationships and acts as a liaison with external groups and key stakeholders.
- Oversees internal and external reporting on purchasing activities.
- Represents university and interacts with state agencies.
- Responds to public records compliance requests for procurement information.

#### Complexity and Decision Making Authority

Resolves complex, controversial or unprecedented issues and problems, and demonstrates sound judgement by considering values, risks, impact and implications of actions throughout university. Refers issues with high risk to general council. Makes decisions on purchasing issues, contracts and bids that have high impact on university.

#### Knowledge, Skills, and Abilities

Expert knowledge in applicable laws and regulations. Knowledge of trends in multiple areas and developments in industry and state statutes. Supervisory skills. Skills in drafting and reviewing complex contracts. Strong negotiation skills. Strong public speaking skills. Ability to read and interpret legal language, regulations and policies.

#### Education/Experience

Bachelor's degree and seven years of progressively responsible experience in procurement or relevant field, or an equivalent combination of education, training and experience. Supervisory experience. Advanced degree in a related field preferred.