

DRAFT – June 14, 2018

PROCUREMENT JOB FAMILY – PROCUREMENT PROFESSIONAL

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 PROFESSIONAL

The Procurement Professional provides procurement services for the University.

The **Procurement Professional** role is distinguished from the **Professional Management** role in that they are primarily responsible for performing procurement functions where the **Procurement Management** has primary responsibilities for planning and managing resources and strategy in a procurement area.

PROCUREMENT PROFESSIONAL 1

Typical Functions

- Research products for availability, compliance with standards, and pricing.
- Process and submit requisitions for purchases.
- Acknowledge receipt of purchases and reconcile invoices with requisitions, submit invoices to accounts payable for payment.
- Conduct informal bids.
- Maintain vendor relations by resolving problems with orders.
- Prepare and submit requests for quotations (RFQ), requests for proposals (RFP), requests for qualified supplier, and requests for information.
- Submit requisition to Purchasing Office for blanket purchase orders.
- Provide training and technical assistance to end-users.
- May negotiate on pricing/delivery costs.

Complexity and Decision Making Authority

Works under delegated purchasing authority. Refers unusual situations to management or Procurement Office.

Knowledge, Skills, and Abilities

Knowledge of related procurement policies and procedures. Basic knowledge of procurement contract law and administration. Problem solving skills. Excellent customer and communication skills. Computer skills – word processing, spreadsheet, and database. Ability to learn specialized purchasing software.

Education/Experience

High school graduation or equivalent. Requires one to three years of experience in a procurement environment.

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PROCUREMENT PROFESSIONAL 2

Typical Functions

- Responsible for procurement services including request for quotations (RFQ), request for proposals (RFP), requests for qualified supplier, requests for information, and contracts.
- Manage and enforce supplier compliance with university requirements, licenses, and insurance.
- Manage renewable agreements.
- Audit procurement activity by comparing invoices with original purchase orders and contracts.
- Review and analyze existing purchasing agreements for potential improvements and cost savings.
- Review, process, and approve a wide variety of documents, which may include contracts, non-disclosure agreements, licensing agreements, memorandums of understanding, or other related documents.
- Work with other departments and teams to analyze risks and if requirements are met.
- Develop and deliver training and technical assistance to end-users.
- Review, edit, draft negotiate contracts.
- Analyze spending data to negotiate with suppliers for more favorable pricing/delivery costs.
- Manage supplier and client relationships.
- Manage service contracts.
- Review, analyze, determine and recommend best purchase method for new purchases.

Complexity and Decision Making Authority

Works with full purchasing authority. Refers unusual situations to management.

Knowledge, Skills, and Abilities

Intermediate knowledge of procurement contract law and administration. Knowledge of specialized procurement software. Ability to interpret and apply procurement policies and procedures as they apply to area of focus. Problem solving skills. Excellent customer and communication skills. Computer skills – word processing, spreadsheet, and database.

Education/Experience

Bachelor's degree or equivalent combination of education, training and experience. Typically requires one to three years of experience in a procurement related function.

PROCUREMENT PROFESSIONAL 3

Typical Functions

- In addition to the responsibilities of Professional Level 2, supervises and trains procurement staff members **OR** performs advanced functions related to a specialty area of focus (contract review, e-commerce, etc.)

Complexity and Decision Making Authority

Typically works independently on work assignments which may include a complex specialty area. Some problems do not have pre-determined resolutions and require innovative approaches to solve them.

Knowledge, Skills, and Abilities

Advanced knowledge of procurement specialty area. Knowledge of specialized procurement software. Supervisory skills. Excellent customer and communication skills. Relationship management skills. Public speaking and presentation skills. Ability to interpret and apply procurement policies and procedures.

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Education/Experience

Bachelor's degree or equivalent combination of education, training and experience. Typically requires three to five years of progressive experience in a procurement related function with demonstrated experience in a specialty area.