## Job Family Matrix

**Job Function:** Finance  
**Job Family:** Procurement – Professional

**Job Family Summary:** Perform or manage a range of procurement activities for the acquisition of commodities, equipment, components and services for a school or unit.

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Procurement Administrator II</th>
<th>Procurement Administrator III</th>
<th>Procurement Administrator IV</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job Code:</td>
<td>F1256P</td>
<td>F1257P</td>
<td>F1258P</td>
</tr>
<tr>
<td>Grade Level:</td>
<td>56  Exemption: Exempt</td>
<td>57  Exemption: Exempt</td>
<td>58  Exemption: Exempt</td>
</tr>
<tr>
<td>Effective/Revision Date:</td>
<td>January 2017</td>
<td>January 2017</td>
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</tr>
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</table>

**Job Summary**

- **Procurement Administrator II:** Independently perform a variety of procurement activities.
- **Procurement Administrator III:** Independently perform a variety of complex procurement activities to ensure cost savings.
- **Procurement Administrator IV:** Facilitate procurement operations and services and optimize overall procurement approach.

### Core Duties

<table>
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<tr>
<th>Procurement Administrator II</th>
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<th>Procurement Administrator IV</th>
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</table>
| Identify and analyze procurement data; develop metrics to identify cost savings and sourcing opportunities and evaluate performance of University suppliers  
Prepare procurement reports  
Act as a procurement resource for a school/units community  
Develop and initiate requests for proposal documents, review supplier proposals, makes supplier recommendations, issues award letters, and draft supplier contracts  
Review contracts, monitor supplier performance and address issues within assigned category of goods and services  
Ensure quality customer service and educate community on financial and procurement practices  
Ensure financial compliance with University policies and procedures and applicable legal rules and regulations  
| Identify and analyze multiple procurement data sources; develop advanced metrics to identify significant cost savings  
Provide procurement reports to management  
Provide technical advice and problem resolution for a school/unit community on varied procurement issues; ensure high level of customer service  
Develop and initiate requests for proposal documents, review supplier proposals, makes supplier recommendations, issues award letters, and draft supplier contracts  
Review contracts, assist with vendor negotiation and selection, evaluate supplier performance and implement cost saving solutions  
Ensure financial compliance with University policies and procedures and applicable legal rules and regulations  
| Analyze purchasing patterns, define priorities for assigned category of goods and services, and develop opportunities for cost savings  
May function as subject matter expert or project lead for procurement  
Negotiate vendor contracts, and monitor contract compliance to ensure terms and conditions are being met  
Implement and monitor departmental procurement procedures, and may recommend changes and improvements  
Monitor procurement system(s) and identify and recommend upgrades and changes  
Research and report on industry trends and initiatives; investigate the targeted industry, its potential suppliers, and critical service factors  
Collaborate with management to develop initiatives and oversee the ongoing management of established partnerships  
Provide staff mentoring and training  
Ensure financial compliance with University policies and procedures and applicable legal rules and regulations  
|
### Basic Qualifications
- Bachelor’s degree or equivalent work experience required
- Minimum of 3 years’ relevant work experience
- Bachelor’s degree or equivalent work experience required
- Minimum of 5 years’ relevant work experience
- Bachelor’s degree or equivalent work experience required
- Minimum of 7 years’ relevant work experience

### Additional Qualifications and Skills
- Knowledge of Microsoft Office Suite, advanced excel skills
- Knowledge of Microsoft Office Suite, advanced excel skills
- MBA or Master’s degree in relevant field
- Knowledge of Microsoft Office Suite, advanced excel skills
- Knowledge of advanced financial operations principles

### Certificates and Licenses

### Physical Requirements
- Work is performed in an office setting
- Work is performed in an office setting
- Work is performed in an office setting

### Working Conditions
- Work is performed in an office setting
- Work is performed in an office setting
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<tr>
<th>Job Title: Procurement Administrator V</th>
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<tbody>
<tr>
<td><strong>Job Code:</strong> F1259P</td>
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</tr>
<tr>
<td><strong>Grade Level:</strong> 59 <strong>Exemption:</strong> Exempt</td>
<td><strong>Grade Level:</strong> 60 <strong>Exemption:</strong> Exempt</td>
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<td><strong>Effective/Revision Date:</strong> January 2017</td>
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**Job Summary**

Lead procurement, sourcing and cost saving activities for a school or department.

Direct procurement policy development and operations. Provide leadership and guidance to ensure cost savings and an efficient, unified approach to sourcing.

**Core Duties**

- Lead procurement operations and departmental/school sourcing activities to ensure efficiency and cost savings
- Function as a subject matter expert and/or project lead on financial operations
- Identify areas for efficiency or improvement within existing policies and procedures, recommend improvements
- Advise on developing procurement plans and recommend implementation processes and methods
- Negotiate contracts and services with vendors to maximize cost savings; identify new sourcing and vendor opportunities
- Collaborate with management and university representatives to review ongoing initiatives, may recommend improvements
- Ensure quality customer service and educate community on financial and procurement practices
- Ensure financial compliance with University policies and procedures and applicable legal rules and regulations

- Direct procurement operations in order to reduce costs and achieve savings; work with departments to increase efficiencies and reduce contractual risk
- Function as a subject matter expert and/or project lead on financial operations
- Lead the development of procurement policies and procedures and ensure implementation
- Strengthen key vendor relationships, negotiate contracts and services and perform comparative analyses to determine best vendor resources to meet client needs; increase vendor participation and choice
- Provide specialized research and advanced solutions to sourcing challenges; act as a resource to staff and community
- Collaborate with management and university representatives to develop initiatives and oversee the ongoing management of established partnerships
- Ensure procurement systems meet the demands of clients; evaluate effectiveness and recommend improvements
- Provide staff mentoring and training
- Ensure financial compliance with University policies and procedures and applicable legal rules and regulations
## Basic Qualifications
- Bachelor’s degree or equivalent work experience required
- Minimum of 8 years’ relevant work experience
- Bachelor’s degree or equivalent work experience required
- Minimum of 10 years’ relevant work experience

## Additional Qualifications and Skills
- MBA or Master’s degree in relevant field
- Knowledge of Microsoft Office Suite, advanced excel skills
- Knowledge of advanced financial operations principles
- MBA or Master’s degree in relevant field
- Knowledge of Microsoft Office Suite, advanced excel skills
- Knowledge of advanced financial operations principles

## Certificates and Licenses
- Professional in Supply Management (CPSM) preferred
- Professional in Supply Management (CPSM) preferred

## Physical Requirements

## Working Conditions
- Work is performed in an office setting
- Work is performed in an office setting
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<tr>
<td>Manage procurement operations and activities to optimize overall procurement approach.</td>
<td>Manage overall procurement operations and activities for supply management.</td>
<td>Provide strategic direction, leadership, and oversight of procurement operations and supply management.</td>
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<tr>
<td>• Responsible for effective staff management, including hiring and orientation, training and development, workflow and performance management, and the promotion of an inclusive and innovative work environment.</td>
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<td>• Establish and monitor effective procurement processes and systems to ensure cost savings.</td>
<td>• Lead initiatives and seek opportunities to continually improve service, consolidate spending, and leverage vendors.</td>
<td>• Establish and implement short- and long-range organizational goals, objectives, strategic plans, policies, and operating procedures.</td>
</tr>
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<td>• Research and report on industry trends and initiatives; investigate the targeted industry, its potential suppliers, and critical service factors.</td>
<td>• Develop and monitor effective procurement processes and systems that are cost-effective and that promote the efficient operation of procurement services.</td>
<td>• Direct, develop and execute strategic sourcing strategies, best practices and initiatives that support improvements in supplier quality, delivery, pricing, lead-times, payment, etc.</td>
</tr>
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<td>• Collaborate on the development of new procurement procedures within school/unit that support university-wide policies and initiatives.</td>
<td>• Collaborate university-wide to negotiate pricing, contracts, bundling, and services offered by existing and prospective vendors.</td>
<td>• Direct and oversees entire procurement process including, but not limited to, the writing of Requests for Proposal and contracts, negotiation of terms, conditions and prices, logistics solutions, supplier business reviews and implementation of performance metrics.</td>
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<td>• Source new procurement opportunities and negotiate vendor contracts.</td>
<td>• Develop programs to provide clients with options around the entire source to settlement lifecycle and best-practices process.</td>
<td>• Proactively identify synergies across the organization to reduce costs and leverage resources.</td>
</tr>
<tr>
<td>• Evaluate vendor performance metrics and recommend improvements.</td>
<td>• Measure performance by analyzing and interpreting key procurement metrics; ensure cost saving and sourcing goals are met.</td>
<td>• Collaborate with University-wide leadership to develop procurement processes, policies and procedures.</td>
</tr>
<tr>
<td>• Oversee and monitor vendor contract compliance to ensure terms and conditions are met.</td>
<td>• Collaborate with university-wide finance leadership to continuously improve processes, policies and procedures.</td>
<td>• Serve as a key resource for staff on strategic procurement planning.</td>
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<td>• Ensure financial compliance with University policies and procedures and applicable legal rules and regulations.</td>
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### Basic Qualifications
- Bachelor’s degree or equivalent work experience required
- Minimum of 7 years’ relevant work experience
- Supervisory experience

### Basic Qualifications (2nd row)
- Bachelor’s degree or equivalent work experience required
- Minimum of 8 years’ relevant work experience
- Supervisory experience

### Basic Qualifications (3rd row)
- Bachelor’s degree or equivalent work experience required
- Minimum of 10 years’ relevant work experience
- Supervisory experience

### Additional Qualifications and Skills
- MBA or Master’s degree in relevant field
- Knowledge of Microsoft Office Suite, advanced excel skills
- Knowledge of advanced financial operations principles

### Additional Qualifications and Skills (2nd row)
- MBA or Master’s degree in relevant field
- Knowledge of Microsoft Office Suite, intermediate excel skills
- Knowledge of advanced financial operations principles
- Working knowledge of federal regulations related to grant spending

### Additional Qualifications and Skills (3rd row)
- MBA or Master’s degree in relevant field
- Knowledge of Microsoft Office Suite, intermediate excel skills
- Knowledge of advanced financial operations principles
- Working knowledge of federal regulations related to grant spending

### Certificates and Licenses
- Professional in Supply Management (CPSM) preferred

### Certificates and Licenses (2nd row)
- Professional in Supply Management (CPSM) preferred

### Physical Requirements
- Work is performed in an office setting

### Physical Requirements (2nd row)
- Work is performed in an office setting

### Physical Requirements (3rd row)
- Work is performed in an office setting

### Working Conditions
- Work is performed in an office setting