Administration Job Family: Purchasing Progression

These generic job title summaries are intended to indicate the kinds of tasks and levels of work complexity that will be required of positions classified to any of these titles and are not intended to be construed as declaring the specific duties and responsibilities of any particular position. The use of particular expressions or illustrations describing functions within a specific job title does not exclude other duties of a similar kind and/or level of complexity. Positions are classified to a particular job title based upon the predominant level of expected work complexity.

**GENERIC JOB PROFILE SUMMARIES**

<table>
<thead>
<tr>
<th>PAY BAND: D</th>
<th>PAY BAND: E</th>
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- **PAY BAND: D**
  - **INDIVIDUAL CONTRIBUTOR**
  - **Purchasing Assistant - 10786**
  - Purchase a wide variety of materials, equipment and supplies.

- **PAY BAND: E**
  - **INDIVIDUAL CONTRIBUTOR**
  - **Purchasing Agent II - 10787**
  - Use APPS system to enter and track requisitions.
  - Review purchase requisitions for such issues as lead times, standardizations, quantity discounts, and best source.

- **PAY BAND: F**
  - **INDIVIDUAL CONTRIBUTOR**
  - **Purchasing Agent III - 10788**
  - Issue requests for quotations; examine quotes received for best value, quality, and service.

- **PAY BAND: G**
  - **MANAGEMENT**
  - **Purchasing Agent IV - 10789**
  - Generate, type and distribute purchase orders, establish and renew blanket purchase orders for frequently used vendors at the request of department heads.

- **PAY BAND: H**
  - **MANAGEMENT**
  - **Purchasing Agent V - 11339**
  - May review and approve purchase orders greater than $25,000.

- **PAY BAND: I**
  - **MANAGEMENT**
  - **Director Procurement - 11272**
  - Review and approve purchase orders greater than $25,000.

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| PAY BAND: I | MANAGEMENT Director Procurement - 11272 |

| | Work with departments to formulate goals and objectives to improve service |
| | Supervise, coordinate, develop, and improve purchasing and procurement methods |
| | Work with departments in order to guarantee their adherence to University standards |
| | Formulate and administer purchasing policies and procedures for the University |

| | Monitor and interpret applicable market conditions and trends. |
| | Keep abreast of continually changing technology and materials issues |

| | Review and correct invoices received not in compliance with terms and conditions |

| | Negotiate contracts where appropriate |

| | Identify alternative sources of supply through regular commodity reviews |
| | Coordinate, develop and implement new supplier agreements, review supplier performance; identify spend areas for saving and efficiencies |
| | Maintain contact with key suppliers; act as ultimate authority in all vendor relations |

| | Maintain effective communication with user departments |
| | Liaison to university stakeholders |
| | Represents the University in various capacities of professional involvement. |

| | Be responsible for professional development/ training of departmental staff |
| | Develop and implement training and development programs for purchasing staff |
| | Manage, develop, oversee and support staff in the operation of the University Purchasing Department |

| | Develop procurement strategies to improve departmental productivity and systems. |
| | Plan, direct, examine and execute department processes to identify re-engineering opportunities |

<p>| | Oversee major procurement projects and Preferred Supplier Agreements. |
| | Provide guidance and direction to staff on major purchases or contracts. |</p>
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<td>Provide expertise on interpretation of applicable laws and provide expertise across campus</td>
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<td>Responsible for e-Procurement program</td>
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<td>Manage and administer key university procurement functions, including customer service/operations and systems</td>
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<td>Develop and manage systems that control expenditures in excess of $100 million annually</td>
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<td>FACTOR PROFILE</td>
<td>PURCASHING ASSISTANT</td>
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<td>MINIMUM EDUCATION AND EXPERIENCE EQUIVALENCY</td>
<td>Formal training beyond a HS Diploma of 1 to 2 years, 2 years college coursework, or Associates Degree; more than 4 years, but less than 6 years exp</td>
<td>Bachelor’s degree or equivalent; 2 but less than 3 years of experience or equivalent</td>
<td>Bachelor’s degree or equivalent; 3 but less than 5 years of experience or equivalent</td>
<td>Bachelor’s degree or equivalent; 5 but less than 7 years of experience or equivalent</td>
<td>Bachelor’s degree or equivalent; 7 but less than 10 years of experience or equivalent</td>
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<tr>
<td>IMPACT</td>
<td>Extend beyond college/unit</td>
<td>Moderate impact</td>
<td>Moderate impact</td>
<td>Substantial impact</td>
<td>Substantial impact</td>
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<tr>
<td>CONTACTS - INSIDE</td>
<td>Coordinate activities</td>
<td>Assist others</td>
<td>Cooperation of task completion</td>
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<td></td>
<td>Contribute to group projects</td>
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<td>CONTACTS - OUTSIDE</td>
<td>Conduct somewhat complex business activities</td>
<td>Providing/receiving guidance, advice or information that must be analyzed and developed by the position</td>
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<td>Obtain involved information</td>
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<td>Provide detailed response</td>
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<td>CONTACTS - STUDENTS</td>
<td>Deals with confidential information such as grades, financial records, etc</td>
<td>Limited contact</td>
<td>Limited contact</td>
<td>Occasional contact to provide information and instruction</td>
<td>Limited contact</td>
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<tr>
<td>SUPERVISION</td>
<td>Group leader Full responsibility for students, temporaries, and employees who do similar work</td>
<td>Occasional guidance to others who do similar work</td>
<td>Day-to-day supervision to employees within the dept</td>
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<td>Provide supervisory direction to other supervisors</td>
</tr>
<tr>
<td>COMPLEXITY</td>
<td>Focus on an entire field</td>
<td>Frequently adapt, combine, or make improvements to services, products, processes, &amp; programs. Work requires reasoning skills and judgment</td>
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<td>Occasionally required to develop new innovative solutions, services, products, processes, &amp; programs. Work requires sophisticated reasoning skills</td>
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</tr>
<tr>
<td>LEVEL OF DECISION MAKING</td>
<td>Responsible for making some decisions which require consideration of various criteria.</td>
<td>Responsible for making decisions within prescribed limits and/or providing input to others for decision-making</td>
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<td>Responsible for assisting in and influencing decisions concerning policy-setting, research, planning, or students</td>
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<td>FREEDOM OF ACTION</td>
<td>Very general supervision Resolve most problems Accomplish most tasks alone Keep supervisor informed of progress</td>
<td>General supervision Some interpretation of established work policies and procedures is required</td>
<td>Very general supervision Interpretation of work policies and procedures required. May deviate from standard work practices</td>
<td>Little direct supervision Considerable latitude for exercising judgment and self-direction</td>
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<td>EFFECT OF DECISION MAKING</td>
<td>Directly affects a functional area Minimal effect on students and employees</td>
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<td>Directly affect more than one college or school administrative unit</td>
<td>Directly affect entire college or school administrative unit</td>
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<td>WORKING CONDITIONS</td>
<td>Lift less than 10 lbs. Close concentration and visual attention Limited exposure</td>
<td>Normal working conditions, including limited or no exposure to hazardous conditions/ materials/equip. Safety gear may sometimes be required</td>
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