AUBURN
Human Resources

Exec Dir & Chief Procurement Officer

Job Description

JOB INFORMATION

Job Code	AA80
Job Description Title	Exec Dir & Chief Procurement Officer
Pay Grade	FO16
Range Minimum	$126,740
33rd %	$168,980
Range Midpoint	$190,110
67th %	$211,230
Range Maximum	$253,470
Exemption Status	Exempt
Organizational use restricted to the following divisions	113 AVP-Financial Services/Controller
Approved Date:	9/25/2024 9:46:52 AM

JOB FAMILY AND FUNCTION

Job Family:	Financial & Business Operations
Job Function:	Procurement & Payment Services

JOB SUMMARY

Serves as the Chief Procurement Officer for the University and is responsible for the leadership and management of all aspects the University's Procurement, Accounts Payable, Supplier Management, Travel Reimbursement, Procurement Card, Contract Management, Asset Management, and Construction Procurement functions by providing professional leadership, direction, coaching, planning, management, and supervision of the business activities and operations of each unit while assuring maximum cost effectiveness, efficiencies, compliance, quality, and value.

RESPONSIBILITIES

- Establishes and implements short- and long-range organizational goals, objectives, strategic plans, policies, and operating procedures; monitors and evaluates programmatic and operational effectiveness, and affects changes required for improvement.
- Oversees the overall operations of units reporting to this position which include Procurement, Accounts Payable, Supplier Management, Travel Reimbursement, Procurement Card, Contract Management, Asset Management, Procurement and Business Services (PBS) Systems Administration, and Construction Procurement.
- Develops long-term technology roadmap, and ensures systems functionality availability, effectiveness, response time and resolution of any systems issues arising.
- Plans, develops, and implements strategies for generating resources and/or revenues for the organization.
- Acts as negotiator between the University and vendors/suppliers on multi million dollar, complex procurement contracts to ensure the University's needs are met and the contracts are in compliance with all applicable university policies, state and/or federal laws.
- Recommends and participates in the development of university policies and procedures; may serve on university planning and policy-making committees.
- Provides direction and guidance to all campus stakeholders on spending, travel, and asset disposition policies, and the State of Alabama bid laws.
- Works closely with senior leaders to drive strategic initiatives for enhancing efficiency and effectiveness in all units that fall under Procurement and Business Services.
- Builds and maintains collaborative relationships with internal stakeholders, including Legal, Risk Management, Audit and Compliance, Facilities, IT, Provost Office, Research, and the Sr. Administration, leveraging a deep understanding of business objectives and requirements.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	Supervises others with full supervisory responsibility.

MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only to be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
Bachelor's Degree	Management, Business Administration, Supply Chain Management, or related field.		10 years of	experience in procurement and business services with progressively increasing levels of responsibility and accountability at a large, complex organization. Must have 4 years directly managing full-time employees. Must have 2 years experience in a higher education or state agency environment.	
Master's Degree	Preferred				

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of accounting principles, IRS regulations, State and Federal bid law requirements, State Public Works laws, State Asset disposition laws, procurement, contracting, and university policies and procedures.	
Knowledge of financial and business analysis techniques.	
Strong interpersonal and communication skills.	
Skill in examining and re-engineering operations and procedures, formulating policy, and developing and implementing new strategies and procedures.	
Skill in employee development and performance management.	
Ability to work effectively with a wide range of constituencies in a diverse community.	
Ability to supervise and train employees, to include organizing, prioritizing, and scheduling work assignments.	
Ability to negotiate and manage contractual arrangements.	
Ability to analyze purchasing requests/orders for compliance with institutional procedures and the State of Alabama bid law and Public Works laws.	
Ability to analyze surplus disposal request for compliance with State of Alabama Asset disposition laws.	
Ability to analyze and solve problems.	
Ability to foster a cooperative work environment.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
None Required.				

REQUIRED PRE-EMPLOYMENT/ONGOING SCREENINGS

Financial History Check

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Office and Administrative Support

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			
Sitting					X	
Lifting			X			10 lbs
Climbing	X					
Stooping/ Kneeling/ Crouching	X					
Reaching			X			
Talking					X	
Hearing					X	
Repetitive Motions					X	
Eye/Hand/Foot Coordination				X		

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme temperatures		X			
Hazards		X			
Wet and/or humid		X			
Noise			X		
Chemical		X			
Dusts		X			
Poor ventilation		X			

Vision Requirements:

Ability to see information in print and/or electronically.