AUBURN
Human Resources

Dir, Procurement & Business Services

Job Description

JOB INFORMATION

Job Code	ED10
Job Description Title	Dir, Procurement & Business Services
Pay Grade	FO15
Range Minimum	$109,260
33rd %	$142,030
Range Midpoint	$158,420
67th %	$174,810
Range Maximum	$207,590
Exemption Status	Exempt
Organizational use restricted to the following divisions	113 AVP-Financial Services/Controller
Approved Date:	9/29/2025 2:25:07 PM

JOB FAMILY AND FUNCTION

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

JOB SUMMARY

The Director of Procurement & Business Services leads with strategic vision and operational excellence, overseeing all procurement and business functions to ensure optimal cost efficiency, superior quality, and exceptional value.

RESPONSIBILITIES

- Interprets, communicates, and enforces spending policies and procurement procedures in alignment with University guidelines, applicable federal and state regulations, and the State of Alabama bid law.
- Acts as a strategic liaison between Business & Finance/ Procurement & Business Services (PBS) and internal departments, vendors, and external stakeholders, fostering transparent communication and resolving complex issues.
- Leads the procurement of goods, services, and capital projects, ensuring optimal value, quality, and cost-effectiveness in support of the University's operational and strategic goals.
- Oversees the planning, execution, and continuous improvement of departmental operations, ensuring compliance with University policies and alignment with its mission and strategic plan.
- Evaluates and strengthens internal controls over payment distributions, regularly updating procedures to reflect technological advancements and ensure secure, efficient disbursements.
- Directs the Strategic Sourcing Initiative and champions the development and implementation of innovative electronic procurement processes to enhance departmental performance.
- Designs and deploys new methods, procedures, and programs that support University-wide operations. Recommends and implements system, service, and policy changes with full accountability for outcomes.
- Ensures the reliability, responsiveness, and effectiveness of procurement systems, proactively addressing and resolving any technical issues that arise.
- Produces and disseminates accurate, insightful reports - including trend analyses and ad hoc reporting - to inform decision-making and support strategic initiatives.

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	Full supervisory responsibility for other employees is a major responsibility and includes training, evaluating, and making or recommending pay, promotion or other employment decisions.

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	no specific discipline required. A degree in Management, Business Administration, Accounting, or related field is desired.	and	8 years of	experience in procurement 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.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of theories and practices in the areas of procurement and payment services.	
Knowledge of business and management practices, including accounting principles and procedures, IRS tax laws, State of Alabama bid laws, and purchasing methodologies.	
Knowledge of accounting principles, practices, and the analysis of financial data.	
Knowledge of applicable state and federal laws.	

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:	Other

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			
Sitting					X	
Lifting	X					
Climbing		X				
Stooping/ Kneeling/ Crouching		X				
Reaching				X		
Talking					X	

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Hearing					X	
Repetitive Motions					X	
Eye/Hand/Foot Coordination					X	

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme cold		X			
Extreme heat		X			
Humidity		X			
Wet		X			
Noise		X			
Hazards		X			
Temperature Change		X			
Atmospheric Conditions		X			
Vibration		X			

Vision Requirements:

Ability to see information in print and/or electronically.