AUBURN
Human Resources

# Sourcing Analyst - CVM

Job Description

## JOB INFORMATION

| | |
|---|---|
| Job Code | KB05 |
| Job Description Title | Sourcing Analyst - CVM |
| Pay Grade | FO07 |
| Range Minimum | $44,460 |
| 33rd % | $53,360 |
| Range Midpoint | $57,800 |
| 67th % | $62,250 |
| Range Maximum | $71,140 |
| Exemption Status | Exempt |
| Organizational use restricted to the following divisions | 139 College of Veterinary Medicine |
| Approved Date: | 9/24/2024 4:53:43 PM |

## JOB FAMILY AND FUNCTION

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

## JOB SUMMARY

This position serves as a Sourcing Analyst for the College of Veterinary Medicine overseeing the procurement of goods and services for the Veterinary Teaching Hospital (VTH) and Gulf Shores Clinic.

## RESPONSIBILITIES

- Interacts with both faculty/staff and vendors to gather details about items to be procured, obtains the best pricing, and gathers shipping information.
- Provides reports to faculty/staff regarding the status of the requisition and anticipated delivery dates. Follows up with the vendors regarding missing or damaged items.
- Maintains a positive working relationship with external vendors for prompt response to ensure continuous services for VTH.
- Enforces the standardization of goods and materials as it relates to the use of group purchasing organizations, state contacts, or the need to obtain bids or establish sole source justification.
- Maintains a continuous inflow of goods as requested by stakeholders while making sure larger expenditures are approved by leadership. Communicates with stakeholders and vendors regarding the status of the order.
- Coordinates with central offices regarding purchases. Provides specifications, time frame, and compatibility of existing equipment. Collaborates with the VTH stakeholders to provide essential information to central offices throughout the development of the bids and reviews bids received to ensure the specifications are met.
- Communicates with stakeholders on all terms, conditions, and documents that require signature authority.
- Coordinates returns and repairs of items.

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 | May supervise employees but supervision is not the main focus of the job. |

## 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 | Finance or Accounting | and | 2 years of | Procurement related services | |

## MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

| | |
|---|---|
| Knowledge of state procurement policies and procedures. | |
| Knowledge of basic accounting principles and practices. | |
| Excellent written and oral communication skills. | |
| Strong organizational and time-management skills. | |

## 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 | | | | |
| 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. |