



JOB INFORMATION

Job Code	AA80
Job Description Title	Dir/Chief Procurement & Payment Officer
Pay Grade	FO16
Range Minimum	\$114,100
33rd %	\$152,133
Range Midpoint	\$171,100
67th %	\$190,167
Range Maximum	\$228,200
Exemption Status	Exempt
Approved Date:	5/21/2024 10:40:33 AM

JOB FAMILY AND FUNCTION

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

JOB SUMMARY

The Dir/Chief Procurement & Payment Officer directs and coordinates all aspects of the University's Procurement, Accounts Payable, Contracts Management, and Asset Management functions by providing professional leadership, direction, planning, management, and supervision of the business activities and operations while assuring maximum cost effectiveness, 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 change required for improvement.
- Responsible for the procurement of goods, services, and projects to ensure the University receives maximum value for expenditures.
- Performs the administrative and managerial functions necessary to plan, implement, review and control the operations of the Procurement and Business Services department to be in compliance with and support of the policies, mission and strategic plan of the University.
- Serves as a liaison between Business and Finance/PPS and University departments, vendors, and other personnel and acts as negotiator between the University and vendors/suppliers on large and 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.
- Develops long-term technology roadmap, and ensures systems functionality availability, effectiveness, response time and resolution of any systems issues arising.
- Oversees the department's Strategic Sourcing Initiative and the development, management, and implementation of the department's electronic processes. Develops and implements new methods, procedures, and programs in support of University operations and mission; proposes changes in systems, procedures, services or policies with accountability for the outcome.
- In collaboration with other University designees, recommends and participates in the development of University policies and procedures; may serve on University planning and policymaking committees. Interprets, communicates and implements procurement policy and the processing of all procurement transactions in accordance with University policy and federal and state laws.
- Generates and shares comprehensive and accurate reports, trends, and ad hoc reports.
- Oversees the overall operations of units reporting to this position (Procurement, Accounts Payable, Contract Management, and Asset Management).
- Plans, develops, and implements strategies for generating resources and/or revenues for the organization.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	Supervises others with full supervisory responsibility.
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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 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, Accounting, or related field.	8 years of	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.
Master's Degree	Preferred		

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

In-depth knowledge of theories and practices in the areas of procurement and payment services.	
In-depth knowledge of business and management practices including accounting principles and procedures, IRS tax laws, State of Alabama bid laws, purchasing methodologies and Auburn University policies and procedures.	
Knowledge of financial/ business analysis techniques.	
Knowledge of Jaggaer, Banner, and Travel and Expense software platforms.	

MINIMUM LICENSES & CERTIFICATIONS

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

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Office and Administrative Support
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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		

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
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.