



JOB INFORMATION

Job Code	KB05
Job Description Title	Sourcing Analyst - CVM
Pay Grade	FO07
Range Minimum	\$40,000
33rd %	\$48,000
Range Midpoint	\$52,000
67th %	\$56,000
Range Maximum	\$64,000
Exemption Status	Exempt
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.
- May perform other duties as assigned.

SUPERVISORY RESPONSIBILITIES

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