UNIVERSITY OF SOUTHERN CALIFORNIA

Director, Purchasing

Job Code: 157031

Grade: M
OT Eligible: No
Comp Approval: 9/8/1993

JOB SUMMARY:
Directs the University's purchasing, receiving, equipment disposal and inventory services.

JOB ACCOUNTABILITIES:

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<th>*E/M/NA</th>
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______ Provides direction to operating managers in the day to day activities of the University's purchasing, receiving, equipment disposal and inventory services.

______ Hires, trains and manages staff. Establishes departmental goals and priorities. Assesses performance and provides feedback. Counsels or disciplines as needed.

______ Develops and administers department budget and authorizes expenditures. Provides internal and external financial reports. Develops short and long term budget projections and plans.

______ Assists University faculty and staff with complex or non-routine purchasing needs. Makes recommendations regarding selection of large acquisitions and specialized items.

______ Reviews large requisitions and annual contracts for conformance to University standards and makes recommendations and revisions accordingly. Approves purchases, reviews contracts and signs agreements.

______ Maintains relationships with outside vendors, negotiates contracts and various purchasing agreements.

______ Directs the development of systems, methods and procedures to facilitate efficient and effective departmental operations.

______ Resolves problems referred by managers supervised and serves as back up in their absences.

E____ Develops and implements security related procedures such as office opening and closing routines, recognition of duress signals and key controls. Coordinates security activities with University Public Safety Department. Promotes and maintains standards for security conscious awareness and behavior. Maintains knowledge of University's crime prevention and suppression programs and services. Ensures dissemination of security related information to staff.

Performs other related duties as assigned or requested. The University reserves the right to add or change duties at any time.

*Select E (ESSENTIAL), M (MARGINAL) or NA (NON-APPLICABLE) to denote importance of each job function to position.

EMERGENCY RESPONSE/RECOVERY:

Essential: No
Yes In the event of an emergency, the employee holding this position is required to “report to duty” in accordance with the university’s Emergency Operations Plan and/or the employee’s department’s emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.

JOB QUALIFICATIONS:

Minimum Education:
- Bachelor’s Degree
- Combined experience/education as substitute for minimum education

Minimum Experience:
- 5 Years
- Combined education/experience as substitute for minimum experience

Minimum Field of Expertise:
- Supervisory experience in purchasing

Preferred Education:
- Master’s Degree

Preferred Experience:
- 7 Years

Preferred Field of Expertise:
- Supervisory or managerial experience in purchasing in a university

Skills: Other:
- Analysis
- Assessment/evaluation
- Budget control
- Budget development
- Communication -- written and oral skills
- Conceptualization and design
- Conflict resolution
- Consulting
- Interpretation of policies/analyses/trends/etc.
- Interviewing
- Knowledge of applicable laws/policies/principles/etc.

Managerial Skills
- Negotiation
- Organization
- Planning
- Problem identification and resolution
- Public relations
- Scheduling
- Staff development

Supervises: Level:
Manages through subordinate supervisors

**Supervises: Nature of Work:**

- Administrative
- Clerical/Secretarial
- Managerial
- Service/Maintenance

**SIGNATURES:**

Employee: ___________________________  Date:_____________________________

Supervisor: __________________________ Date:_____________________________

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

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