UNIVERSITY OF SOUTHERN CALIFORNIA
Category Manager
Job Code: 157051

Grade: 00
OT Eligible: No
Comp Approval: 4/25/2013

JOB SUMMARY:
Leads category strategy development and execution for assigned categories (e.g. print services, facilities, administrative, etc.). Monitors suppliers’ performance and communicates performance indicators to manage expectations and maximize results. Leads sourcing initiatives to drive total cost savings/improvement for the university. Partners with internal customers to ensure commodity and supplier strategies are aligned with university needs. Ensures university and customer goals are met. Defines and drive strategies to meet current and future business needs. Serves as a team leader, working with various campus constituents to achieve targeted results.

JOB ACCOUNTABILITIES:

*E/M/NA % TIME

Develops an understanding of the sourcing categories and supply markets through a combination of research, professional experience, and communications with internal clients. Determines the primary suppliers for specific categories and evaluates changes within the market to provide guidance for the category as a whole.

Develops total cost of ownership (TCO) category and supplier strategies and leads implementation activities. Utilizes cost reduction, risk mitigation, and value optimization strategies. Establishes sourcing targets with key business units based on business needs and requirements. Engages proactively with schools, departments and administration to identify opportunities and develop appropriate sourcing strategies and approaches. Establishes and executes plans to meet or exceed established targets. Has responsibility for close management of projects and initiatives engaging both internal partners/stakeholders and suppliers.

Develops and executes fact-based negotiations strategies and approaches. Leads mid-range to high-dollar RFI, RFP and RFQ processes as required. Utilizes these sourcing processes to maximize the benefit and quality for each project and/or initiative.

Establishes and tracks key performance indicators that will drive continuous improvement across categories. Makes adjustments to key performance indicators on an ongoing and periodic basis. Reports results to management and other key constituents on category initiatives and related projects.

Develops additional category-specific performance indicators and expectations specifically for suppliers. Determines corrective action plan when supplier performance does not meet expectations, communicates action plan expectations to suppliers and monitors the plan to track progress. Meets with the strategic suppliers on a periodic basis to review performance and develops expectations for the next period.

Makes recommendations to improve the productivity, quality and efficiency of the procurement-related functions. Oversees supplier contract compliance program, including audits, periodic reviews and related activities.

Provides leadership and guidance to Business Services and other university team
members. Communicates effectively to all levels of the organization on category and supplier information, current and upcoming initiatives and other core activities (e.g. demand management, compliance, process improvements, etc.). Improves team members' performance through coaching, development and leadership. Leads strategic supplier management activities focused on total cost, risk assessment, supplier performance management, continuous improvement, and innovation opportunities.

Maintains a high level of industry expertise and knowledge of current supply market conditions.

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:**

<table>
<thead>
<tr>
<th>Essential</th>
<th>No</th>
<th>Yes</th>
</tr>
</thead>
</table>

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

**Minimum Experience:**
- 7 years

**Minimum Field of Expertise:**
- Experience in negotiating complex supplier agreements, data analytics, and supplier performance management. Experience in developing category strategies and developing and administering RFx processes. Possesses strong written and verbal communications and presentation skills. Possesses team leadership or management experience. Understands business law, legal contracts and financial analysis.

**Preferred Education:**
- Master’s degree

**Preferred Experience:**
- 10 years

**Skills:** Other:
- Analysis
- Assessment/evaluation
- Coaching
- Communication -- written and oral skills
- Customer service
- Interpretation of policies/analyses/trends/etc.
- Knowledge of applicable laws/policies/principles/etc.
- Lead/guidance skills
Negotiation
Organization
Planning
Problem identification and resolution
Project management
Research

Skills: **Machine/Equipment:**

- Calculator
- Computer network (department or school)
- Computer network (university)
- Computer peripheral equipment
- Fax
- Personal computer
- Photocopier

**Supervises: Level:**

- Leads one or more employees performing similar work.
- May oversee student, temporary and/or resource workers.

**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.

The University of Southern California is an Equal Opportunity Employer