UNIVERSITY OF SOUTHERN CALIFORNIA

Procurement Specialist

Job Code: 157107

Grade: I
OT Eligible: Yes
Comp Approval: 1/1/2007

JOB SUMMARY:

Administers the procurement process for all departments, research institutes and administrative units for assigned satellite business office. Provides services for routine and non-routine procurement activities utilizing the procurement card, all on-line processes, and new procurement products developed by the University. Researches and resolves problems and provides information to appropriate parties to facilitate the procurement process.

JOB ACCOUNTABILITIES:

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<tr>
<th>% TIME</th>
<th>Provides procurement services to faculty and staff for all commodities on all accounts (unrestricted, current restricted, contracts and grants, agency) within assigned business office.</th>
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<td>Advises faculty and/or staff regarding purchases and supply requirements, specifications, quantity and quality of merchandise and delivery terms. Obtains proper specifications, quotations, delivery terms and costs. Explores and recommends alternatives to save money or improve delivery.</td>
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<td>Administers procurement documentation process and ensures compliance with internal and external requirements and regulations. Ensures procurement documentation, including retention of necessary documents, complies with government restrictions and regulations and University policies and procedures. Provides information to faculty and staff on government restrictions and regulations and University policies and procedures related to purchasing.</td>
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<td>Participates in the development and implementation of procurement policies and procedures.</td>
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<td>Maintains currency with all automated systems used for procurement functions. Ensures compliance with University authorized usage of procurement card and on-line purchasing functions.</td>
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<td>Manages all account and object code reallocations for purchases on procurement cards. Ensures that all reallocations are performed in accordance with University policies and procedures and within the prescribed schedule.</td>
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<td>Surveys vendors on a regular basis regarding pricing, availability and delivery times to determine best and/or possible new supply sources. Makes recommendations on possible new supply sources based on analyses of survey findings. Solicits and analyzes quotations for new or non-standard items.</td>
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<td>Interacts with University procurement administrators, accounts payable personnel, contracts and grants administrators, internal auditors, and agency representatives. Researches and resolves problems and provides information to appropriate parties to resolve questions or problems. Coordinates on-site visits.</td>
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Manages the daily processing of transactions for the University's travel policy and travel card, standard contracts, the preferred vendor program, electronic direct deposit, bar coding, just-in-time delivery, and new procurement products developed by the University.

Provides updates and/or summaries of procurement operations and services. Identifies, analyzes and evaluates procurement trends and patterns. Develops and submits detailed status reports for departments, units and management review as requested.

Maintains currency on latest products and trends by reading trade publications, attending seminars, and/or developing and maintaining vendor contacts.

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:**
3 Years
Combined education/experience as substitute for minimum experience

**Minimum Field of Expertise:**
Prefer degree in business administration, accounting or related field. Budget experience including knowledge of procurement, government and fund accounting. Demonstrated knowledge of generally accepted accounting principles and practices.

**Preferred Experience:**
5 Years

**Preferred Field of Expertise:**
Knowledge of financial and procurement processes and policies and procedures in a university environment. Knowledge of computerized word-processing, presentation software, spreadsheets and databases.

**Skills: Other:**
Analysis
Assessment/evaluation
Budget control
Communication -- written and oral skills
Interpretation of policies/analyses/trends/etc.
Knowledge of applicable laws/policies/principles/etc.
Networking
Organization
Planning
Problem identification and resolution
Research
Scheduling
Statistical analysis

Skills: Machine:
- Adding Machine
- Calculator
- Computer Network (University)
- Personal Computer

Supervises: Level:
May oversee student, temporary and/or casual 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.

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