UNIVERSITY OF SOUTHERN CALIFORNIA

Procurement Manager

Job Code: 157111

Grade: 00
OT Eligible: No
Comp Approval: 9/12/2013

JOB SUMMARY:
Manages and supervises the daily operation of the Procurement department and processes to ensure support for the university's current and future business needs. Partners with Business Operations, Payment Services, and other university departments to ensure the procurement cycle is performed efficiently, with quality and within university policy and government regulations. Aligns the procurement team with strategic sourcing initiatives and supplier management efforts. Establishes key measures to ensure business goals are achieved.

JOB ACCOUNTABILITIES:

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Manages and supervises the daily operation of the Procurement department. Supervises all assigned subordinate staff. Recruits, screens, hires, and trains staff. Evaluates performance and provides guidance and feedback to assigned staff. Counsels, disciplines and/or terminates employees, as required. Partners with university campus departments to ensure procurement cycle is performed efficiently, with quality and within university policy and government regulations.

Provides advice, direction and guidance to the procurement staff on how to address unique and/or complex requisitions.

Collaborates with the Business Operations team on procurement system upgrades, enhancements, and day-to-day problems. Identifies opportunities for system improvements, and ensures optimal utilization of procurement system by procurement staff.

Develops and maintains strong relationships with key customers. Develops departmental procedures and interprets policies and procedures. Advises end-users/campus stakeholders regarding purchasing policies and procedures and approves deviations from normal procedures based on specific circumstances.

Manages escalations from campus customers.

Collaborates with Strategic Sourcing team to ensure appropriate category initiative and supplier management support from the procurement team.

Collaborates with Accounts Payable Manager to resolve complex order discrepancies associated with purchase orders, receipts, invoices and to establish and improve cross functional processes.

Manages complex procurement projects which cannot be addressed by the procurement staff, including requirements gathering, RFX processes, and contract negotiation.

Works closely with Office of General Counsel and Office of Compliance to ensure appropriate legal review of contracts and compliance to university policies.

Ensures buyers maintain pertinent file documentation pertinent to audit reviews, contract terminations, federal contracting regulations, etc.
______ Identifies optimal levels of customer service and opportunities for improvement in customer satisfaction, quality, and cycle times.

______ Monitors day-to-day supplier performance and provides solutions where potential deficiencies are identified. Establishes key performance indicators and reporting to ensure business goals and objectives are achieved.

______ Champions use of the University Supplier Diversity programs to the fullest extent possible.

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:

7 years

Minimum Field of Expertise:

Advanced understanding and experience with Procurement ERP, RFX, and procurement systems (i.e. SAP, Peoplesoft, Oracle, Kuali, Scisquest, Emptoris, BidSync, and/or Ariba). Working knowledge/experience in procurement approaches and methodologies. Leadership role managing a large team of buyers and high volume procurement transactions with diverse commodity categories. Possesses the ability to interpret contractual language, applicable laws, government regulations, and university policies.

Preferred Education:

Master's degree

Preferred Experience:

10 years

Preferred Field of Expertise:

Certified C.P.M.

Skills: Other:

Analysis
Assessment/evaluation
Coaching
Communication -- written and oral skills
Conflict resolution
Counseling
Customer service
Human resource process and employment knowledge
Interpretation of policies/analyses/trends/etc.
Interviewing
Knowledge of applicable laws/policies/principles/etc.
Leadership
Managerial skills
Negotiation
Networking
Organization
Planning
Problem identification and resolution
Project management
Research
Scheduling
Staff development
Statistical analysis
Teaching/training

Skills: Machine/Equipment:

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

Supervises: Level:

Supervises employees and/or student workers.

Supervises: Nature of Work:

Professional/Paraprofessional

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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