**P4: Level Standards**

**GENERAL ROLE**

This level is accountable for directly providing service to any assigned work unit at the University. The service can focus on a single or a variety of job functions with varying degrees of independence. Positions at this level may supervise student or support employees.

Incumbents:

* Put into effect what is required by defined job duties and responsibilities following professional norms or established procedures and protocols for guidance.
* Alter the order in which work or a procedure is performed to improve efficiency and effectiveness.
* Recommend or implement modifications to practices and procedures to improve efficiency and quality, directly affecting the specific office operation or departmental procedure or practice.

**INDEPENDENCE AND DECISION-MAKING**

*🡪 Supervision Receive*d

* Works under direction.

*🡪 Context of Decisions*

* Decisions should involve selecting an approach from among alternatives, timing when certain tasks should be performed, determining how to best use available resources, and other similar choices.
* Decisions require more coordination and collaboration among different sources, taking into consideration the roles and impact on work outside the immediate organization.

*🡪 Job Controls*

* Has the latitude to make decisions on projects that they are accountable for delivering on.
* Free to plan and carry out all phases of work assignments.

**COMPLEXITY AND PROBLEM SOLVING**

*🡪 Range of issues*

* Assignments are defined as less reoccurring or cyclical tasks, and primarily consist of development or refinement of programmatic or administrative objectives.

*🡪 Course of Resolution*

* Resolution and project completion require substantial planning and scheduling within the department in order to obtain and align resources when and where needed.

*🡪 Measure of Creativity*

* Problems are not amenable to strict technical resolution, requiring innovative thinking.

**COMMUNICATION EXPECTATIONS**

*🡪 Manner of Delivery and Content*

* Regularly provides information on finished materials to others.
* Diplomatically and effectively deliver information difficult to understand or in contrast with a student or customer's views.

**SCOPE AND MEASURABLE EFFECT**

* Incumbents may supervise a small homogenous department, with proportionate responsibility to perform daily responsibilities similar to the work of subordinate staff.
* Actions typically affect an individual, item, event, or incident, etc.
* Actions taken are generally done to meet reporting requirements or regulatory guidelines, or to satisfy internal checks and balances and/or existing standards.
* Incumbents are typically designated as a lead or frequently assigned project leadership roles within a specific administrative/programmatic function or specialty area.
* Generally, have a more direct impact on a larger action or process, such as serving as an approver in a process, where the process is “owned” by a different work unit.

**Job Template**

**GENERAL SUMMARY**

Responsible for the more advanced review and approval of acquisitions for goods and services within approved dollar limits for various assigned commodities. Collaborates with stakeholders to clearly define needs and sourcing avenue.

**REPORTING RELATIONSHIPS AND TEAMWORK**

Works under limited supervision of a supervisor or manager.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

*The intent of this section is to list the primary, fundamental responsibilities of the job – that is, the duties that are central and vital to the role.*

* Reviews requests for goods and services from departments; determines most appropriate method of procurement in accordance with Federal and State statutes and regulations and University policies and procedures.
* Works with departments and stakeholders to understand needs; assists in developing and writing product and service specifications; develops special terms and conditions to protect the University’s interests relative to contractual obligations.
* Evaluates sources that can provide essential goods and services and solicits competitive bids from qualified vendors. Manages the prequalification and selection process; develops appropriate bidding documents, e.g. Requests for Qualifications (RFQ) and Proposals (RFP).
* Conducts negotiations on contract prices, technical requirements, and terms and conditions; issues recommendations for contract and service awards to the stakeholder. Collaborates with Contract Specialists to negotiate contracts, maintain records on contract administration actions and requirements, as well as evaluate contract compliance.
* Conducts market research, analysis, and interprets price trends and market conditions; provides strategic advisement and recommendations to supervisor or designated team leader.
* Provides training for faculty and staff pertaining to purchasing policies and procedures. Provides training for clients relative to State and University purchasing policies and procedures.
* Serves as a primary resource regarding procedures, time requirements, availability of products and services, and administrative requirements for procurement of goods and services.
* Serves as a liaison between the University, Office of General Counsel and/or other state agencies, as appropriate.
* Develops and maintains vendor database; monitors vendor and product performance to ensure compliance with contractual obligations.
* Responds to inquiries, requests and complaints from University administration; negotiates settlements as necessary to resolve disputes arising from the purchase of assigned commodities.
* Prepares and disseminates administrative reports, records, and correspondence as needed.
* May lead staff and student employees, as assigned.
* Performs related work as required.

**MINIMUM QUALIFICATIONS**

* Bachelor’s degree in related field and four to five years of related professional experience in a comparable institutional environment.

OR

* Associate’s degree in related field and six to seven years of related professional experience in a comparable institutional environment

OR

* Eight (8) years of professional procurement experience in a comparable institutional environment.

*An equivalent combination of education and/or experience may be substituted for the degree and years requirement.*

**COMPETENCIES**

**Knowledge of:**

* State procurement laws relative to assigned commodities
* Market trends assigned commodities
* Contract law, accounting, finance, and marketing as they relate to purchasing, Federal, and State statutes
* Microsoft Office and related software applications

**Skill in:**

* Planning and organization
* Developing and maintaining effective and appropriate working relationships
* Critical thinking, problem solving and analysis

**Ability to:**

* Assess University needs, communicate needs to the vendor community, evaluate products to determine technical compliance, and resolve discrepancies
* Communicate effectively through both oral and written means
* Respect diversity and work collaboratively with individuals of diverse cultural, social and educational backgrounds
* Analyze complex proposals and business trends
* Maintain the confidentiality of information and professional boundaries
* Work independently to analyze available information, draw conclusions and understandings, and present such conclusions effectively to senior management