



Procurement Job Summaries

Job Code	Job Title	University Job Summary
30416 30415 30414 30413 30412 30411	Director, Procurement Services	<p>Directors typically provide operational management for a university-wide Procurement program within a division, center, or department with shared-responsibility for planning, policy formation, and strategic implementation of programs or services. They typically ensure policy and legal compliance and manage other professional staff. Directors collaborate with internal and external constituents to achieve overall strategic goals. They have a significant impact within the department, influencing service delivery and operational goals. Under the direction of senior leadership, they exercise independent judgement for complex issues to ensure departmental objectives are met. They typically report to executive leadership.</p> <p>NOTE: The Director job is a supervisory job and is intended for positions that have three or more full-time direct reports who are typically managers of functional areas. Positions that meet the scope of the Director job that have fewer than three full-time direct reports should be placed in the Senior Administrator job.</p> <p>Senior Directors are responsible for long-range strategic planning and must possess a comprehensive knowledge of the service or functional area. They advance the service or functional area's strategic goals through innovative new programs, services, or practices. Senior Directors assume a higher level of responsibility and authority in compliance and legal matters.</p>
30326 30325 30324 30323 30322 30321	Manager, Procurement Services	<p>Managers serve as operational managers responsible for one or more Procurement program's daily administration. They may be responsible for areas such as ensuring policy and legal compliance; administering budgets; managing multimedia communications; recruiting, training, and supervising a team of staff, interns, or students; and special projects and other related operational activities. In consultation with senior leadership, they develop processes and implement new programs. They have a measurable impact within the department and influence service delivery in the school, department, or business unit. Managers work under intermittent supervision, resolving routine-to-complex issues independently. They typically report to a director or senior administrator.</p> <p>NOTE: The Manager job is a supervisory job and is intended for positions that have three or more full-time direct reports. Positions that meet the scope of the Manager and Senior Manager jobs and have fewer than three full-time direct reports should be placed in the Administrator job.</p> <p>Senior Managers participate in long-range strategic planning, which requires a comprehensive knowledge of the service or functional area. They advance the service or functional area's strategic goals beyond daily operations through innovative new practices. Senior Managers assume a higher level of responsibility and authority in compliance and legal matters.</p>



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30916 30915 30914 30913 30912 30911	Administrator, Procurement Services	<p>Administrators provide administrative management of one or more functional units, departments, or business units. They are typically responsible for overseeing and coordinating all administrative affairs, with strategic management of daily operations as a primary purpose. The role may have direct and indirect reports. They typically serve as liaisons between internal departments or functional areas in order to achieve operational goals and serve as a resource to lower-level staff. Their decision-making has a significant impact on service delivery and student success. Administrators work under intermittent supervision, resolving complex issues independently and referring unprecedented issues to a higher level. They typically report to executive or senior leadership.</p> <p>NOTE: The primary purpose of the administrator job is the strategic management of daily operations and not primarily supervision, although the role may have direct and indirect reports.</p> <p>Senior Administrators serve in a senior capacity with the equivalent scope and authority of the Director role but with fewer than three functional area managers as direct reports. They are responsible for long-range strategic planning and the application of a comprehensive knowledge of the service or functional area. They advance the service or functional area's strategic goals beyond the internal scope of the department through innovative new programs, services, or practices. Senior Administrators assume a higher level of responsibility and authority in compliance and legal matters.</p>
30316 30315 30314 30313 30312 30311	Supervisor, Procurement Services	<p>Supervisors provide oversight of daily operations of a small-to-medium team of Procurement staff engaged in purchasing goods and services on the university's behalf. They may be responsible for areas such as contract administration, travel, business operations, or purchasing. Supervisors ensure that day-to-day operations align with short-term goals and objectives; may help senior leadership develop processes or implement new programs and/or services; and may serve as liaisons between internal departments or functional areas. They may serve as a resource for lower-level staff. Their decision-making has a measurable impact on service delivery and operational goals. Supervisors work under intermittent supervision, resolving routine-to-complex issues independently and referring more complex issues to higher-level management. They typically report to a manager or director or in some areas may report to an administrator.</p> <p>NOTE: The Supervisor job is intended for positions that, as a general rule, have three or more full-time direct reports. However, the nature of some job families and the intentional staffing patterns allow for supervisor positions that manage the work assignments, hiring, and discipline of more than three hourly (wage) and/or student positions. Positions that meet the scope of the Supervisor job and consistently have hourly (wage) or student direct reports may be placed in the Supervisor job, in consultation with Human Resources. Otherwise, positions that do not have three full-time direct reports and do not consistently manage three or more hourly (wage) or student direct reports should be placed in the individual contributor job that best fits the overall job content.</p>



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		<p>Senior Supervisors participate in long-range strategic planning, which requires a comprehensive knowledge of the service or functional area. They advance the service or functional area's strategic goals beyond daily operations through innovative new practices. Senior Supervisors assume a higher level of responsibility and authority in compliance and legal matters.</p>
30236 30235 30234 30233 30232 30231	Procurement Services Analyst	<p>Procurement Services Analysts provide professional-level data analytics in support of procurement activities and may focus in an area such as contract, travel, or vendor payment analysis. Their typical duties may include analyzing a wide variety of purchase contracts, including clauses, stipulations, obligations and liabilities for compliance to university standards, policies, rules and business requirements and recommending appropriate modifications with sufficient rationale; assisting departments and procurement staff with negotiating contract terms and conditions by analyzing proposed changes and/or drafting acceptable alternate language, including coordination with management and University Counsel; assisting with developing and conducting training classes, as well as recommending enhancements to improve operational efficiencies; participating in audit inquiries and compliance testing. They make moderate to complex decisions independently while referring unprecedented issues to a higher level. Procurement Services Analysts typically report to a manager or director or in some units may report to an administrator.</p> <p>Senior Procurement Services Analysts possess greater knowledge of operational and technical tasks related to procurement analysis, distinguishing them from Procurement Services Analysts. They are further distinguished by the complexity of assigned work; an ability to identify options and develop solutions for unique or unprecedented situations; greater decision-making authority; and the judgment, resourcefulness, and ability to identify issues and/or areas that should be addressed differently. They are resources for others, participating in mentoring, coaching, and training.</p>
30216 30215 30214 30213 30212 30211	Buyer	<p>Buyers are responsible for direct procurement of a range of goods and services on behalf of the university. Their typical responsibilities may include soliciting quotes, bids, and proposals; negotiating and awarding contracts and developing reliable sources of supply; advising departments on purchasing policies and procedures and providing vendor sources; consulting with university departments regarding requirements, specifications, and deliveries. They may work independently or as part of a team. They work under limited supervision and make decisions of moderate complexity while referring more complex issues to higher level manager. Buyers typically report to a supervisor or middle manager or in some areas may report to an administrator.</p> <p>Senior Buyers possess greater knowledge of operational and technical tasks related to procurement, distinguishing them from Buyers. They are further distinguished by the complexity of assigned work; an ability to identify options and develop solutions for unique or unprecedented situations; greater decision-making authority; and the judgment, resourcefulness, and ability to identify issues and/or areas that should be addressed differently. They are resources for others, participating in mentoring, coaching, and training.</p>



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30116 30115 30114 30113 30112 30111	Procurement Technician	<p>Procurement Technicians perform entry-level operational and technical tasks related to purchasing goods and services on behalf of the university. Their typical duties may include creating on-line requisitions and submitting orders; printing and forwarding purchase order documents to all those responsible for their records; communicating with vendors; performing receiving functions. They may work independently or as a member of a team. They work under direct supervision, resolving most standard issues independently and referring complex or unique issues to a supervisor, senior/lead worker, or higher-level worker. Technicians typically report to a supervisor or middle manager or in some areas may report to an administrator.</p> <p>Senior Procurement Technicians possess greater knowledge of operational and technical tasks related to procurement, distinguishing them from Procurement Technicians. They are further distinguished by the complexity of assigned work; an ability to identify options and develop solutions for unique or unprecedented situations; greater decision-making authority; and the judgment, resourcefulness, and ability to identify issues and/or areas that should be addressed differently. They are resources for others, participating in mentoring, coaching, and training.</p>