



**USC** University of  
Southern California

## Procurement Specialist Job Description

### JOB INFORMATION

Job Code:	157107
Job Title:	Procurement Specialist
FLSA Status:	Non-Exempt
Supervisory:	
Job Family:	Purchasing/Procurement
Job Family Group:	Accounting, Finance and Banking
Management Level:	7 Individual Contributor

### 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 QUALIFICATIONS:

#### Education

Req	Pref	Degree	Field of Study
X		Bachelor's degree	

#### Additional Education

**Check here if experience may substitute for some of the above education.**

X Combined experience/education as substitute for minimum education

#### Work Experience

Req	Pref	Work Experience	Experience Level
X		3 years	
	X	5 years	

#### Additional Work Experience

**Check here if education may substitute for some of the above work experience.**

X Combined experience/education as substitute for minimum work experience

#### Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Prefer degree in business administration, accounting or related field.
X		Budget experience including knowledge of procurement, government and fund accounting.
X		Demonstrated knowledge of generally accepted accounting principles and practices.
	X	Knowledge of financial and procurement processes and policies and procedures in a university environment.
	X	Knowledge of computerized word-processing, presentation software, spreadsheets and databases.

**Other Job Factors**

**JOB ACCOUNTABILITIES**

	<i>% Time</i>	<i>Essential</i>	<i>Marginal</i>	<i>N/A</i>
Provides procurement services to faculty and staff for all commodities on all accounts (unrestricted, current restricted, contracts and grants, agency) within assigned business office.				
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 to save money or improve delivery.				
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.				
Participates in the development and implementation of procurement policies and procedures.				
Maintains currency with all automated systems used for procurement functions. Ensures compliance with university authorized usage of procurement card and on-line purchasing functions.				
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.				
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.				
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.				
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.				

**Other Requirements**

<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
	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.		A mandated reporter who in his or her professional capacity has knowledge of, or reasonably suspects a person who is under the age of 18 years, elderly, or a dependent adult has been the victim of abuse or neglect must report the suspected incident. The reporter must contact a designated agency immediately or as soon as practically possible by telephone or in writing within 36 hours. By virtue of the associated job duties, this position qualifies as a mandated reporter as required by state law and USC’s policy at: <a href="https://policy.usc.edu/mandated-reporters/">https://policy.usc.edu/mandated-reporters/</a>

<i>Campus Security Authority (CSA)</i>	<i>Essential:</i>
By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC's policy at: <a href="https://dps.usc.edu/alerts/clery/">https://dps.usc.edu/alerts/clery/</a>	No

**ACKNOWLEDGMENTS**

The above statements reflect the essential and non-essential functions as necessary to describe the principle contents of the job. They are not intended to be a complete statement of all work requirements or duties that may be required of the position. I understand that I may be asked to perform other duties as assigned. USC reserves the right to add or change duties at any time.

The University of Southern California is an Equal Opportunity Employer. USC prohibits discrimination on any basis protected under federal, state, or local law, regulation, or ordinance or university policies. All employment decisions are based on individual qualifications and business need.

I acknowledge receipt of this job description and its associated physical requirements. I have read and understand the job description and job requirements and agree to abide by their contents. I realize that duties may be requested of me that are not specifically stated herein. I understand that I will be expected to adjust to potential fluctuations in work volume. I understand that, if I have any questions about the essential functions or expectations of my position, my supervisor and/or HR partner are available to discuss them with me.

_____	_____	_____
Print Employee Name	Signature	Date
_____	_____	_____
Print Manager Name	Signature	Date

This job description describes the general nature and level of work required by the position. It is not intended to be an all-inclusive list of qualifications, skills, duties, responsibilities or working conditions of the job. The job description is subject to change with or without notice, and Management reserves the right to add, modify or remove any qualification or duty. Nothing in this job description changes the existing at-will employment relationship between the university and the employee occupying the position.