



Senior Procurement Specialist (Central)

Job Description

JOB INFORMATION

<i>Job Code:</i>	157125
<i>Job Title:</i>	Senior Procurement Specialist (Central)
<i>FLSA Status:</i>	Exempt
<i>Supervisory:</i>	May oversee student, temporary and/or casual workers.
<i>Job Family:</i>	Purchasing/Procurement
<i>Job Family Group:</i>	Accounting, Finance and Banking
<i>Management Level:</i>	7 Individual Contributor

JOB SUMMARY

Manages the administration of operational procurement processes and transactions. Regularly navigates through moderate to complex transactions and agreements to ensure completion, accuracy, policy compliance, and utilization of best practices. Acts as subject matter expert and team leader for more junior staff while providing routine/non-routine procurement services and activities. Ensures timely review and active communication with relevant stakeholders.

JOB QUALIFICATIONS:

Education

<i>Req</i>	<i>Pref</i>	<i>Degree</i>	<i>Field of Study</i>
X		Bachelor's degree	
	X	Bachelor's degree	

Additional Education

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

Combined experience/education as substitute for minimum education

Work Experience

<i>Req</i>	<i>Pref</i>	<i>Work Experience</i>	<i>Experience Level</i>
X		5 years	experience in procurement.
	X	7 years	procurement experience in higher education.

Additional Work Experience

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

Combined experience/education as substitute for minimum work experience

Knowledge, Skills and Abilities

<i>Req</i>	<i>Pref</i>	<i>Functional Skills</i>
X		Excellent written and oral communication skills.
X		Sound judgement, critical thinking and reading ability.
X		Excellent problem solving, analytical, and research skills.
X		Proficiency with managing RFx processes.

Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Proficiency for analyzing supplier proposals and conducting cost analyses.
X		Excellent collaboration, organizational/time-management skills and attention to detail.
X		Ability to effectively manage a high volume of transactions, projects and events simultaneously.
X		Procurement expertise in niche/specific commodities and thorough understanding of varied procurement agreements and their applicability.
X		Excellent networking, interpersonal and conflict-resolution skills.
X		Demonstrated track record of successful negotiations, delivered value, and production of desired results.
X		Proficiency with key software, systems and tools.
	X	Advanced proficiency with relevant software, systems and tools (e.g., Workday, Oracle/SAP, Jaggaer).
	X	Demonstrated leadership and management skills.
	X	High level of industry expertise in specific commodities in a procurement capacity.
	X	Proven track record of conducting successful negotiations, delivering procurement value, and producing desired results.

Other Job Factors

JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Reviews, manages, and approves various types of operational requests and related activities (e.g., requisitions, purchase orders, supplier agreements), focused primarily on medium-high cost/risk transactions of varying complexity. Works directly with suppliers on behalf of customers and departments, navigating complex structures to drive results. Reviews proposals, quotes, and agreements to identify opportunities to add value whenever possible.				
Manages contract review and redlining processes. Drafts agreements using approved internal templates. Constructs statements of work and/or ensures adequate completion. Signs agreements within designated authority thresholds. Regularly challenges suppliers to negotiate pricing and business terms while utilizing market intelligence, category expertise, and benchmarks. Solicits competitive proposals when possible.				
Facilitates and manages various request-for-X events and processes. Ensures overall process integrity, fair and equitable competition, compliance, timeliness, and accountability for all participants. Prepares necessary documentation, scoring/ranking, analysis, and comparisons. Provides guidance, expertise and training to team members and other relevant stakeholders, and may provide management-level support.				
Problem solves for non-standard requests as well as internal/external policy deviations. Performs due diligence and conducts research on previous purchase orders, agreements, and other available resources (e.g., for history, comparison, benchmarking) to determine best course of action. Explores and recommends alternative options for costs savings/avoidances, risk mitigation, or improved supplier service levels.				
Ensures appropriate documentation and recordkeeping. Effectively communicates and coordinates with all appropriate relevant stakeholders. Ensures compliance with and advises faculty/staff on all applicable requirements, regulations, policies, procedures, and best practices. Builds relationships with stakeholders. Balances policy enforcement, education, and advising on processes with meeting timelines and organizational demands.				
Maintains current industry expertise (e.g., key suppliers, pricing, trends) and understanding of all internal/external relevant policies and procedures. Maintains proficiency with all relevant systems and tools. Acts as subject matter expert, seeking new ways to improve/assist with processes and negotiations. Generates ideas, new approaches, and/or improvements to processes and procedures.				
Leads/co-leads projects and initiatives and provides backup support to peers as needed. Works collaboratively to maximize opportunities, problem solve, develop and implement strategic initiatives, and manage supplier relationships and performance when applicable. Promotes an environment that fosters inclusive				

JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
relationships and creates unbiased opportunities for contributions through ideas, words, and actions that uphold principles of the USC Code of Ethics.				

Other Requirements

Essential:	Emergency Response/Recovery	Essential:	Mandated Reporter
	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: https://policy.usc.edu/mandated-reporters/
Campus Security Authority (CSA)			Essential:
By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC’s policy at: https://dps.usc.edu/alerts/clery/			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.