



USC University of
Southern California

Director, Strategic Sourcing Job Description

JOB INFORMATION

<i>Job Code:</i>	157053
<i>Job Title:</i>	Director, Strategic Sourcing
<i>FLSA Status:</i>	Exempt
<i>Supervisory:</i>	Manages through subordinate supervisors.
<i>Job Family:</i>	Purchasing/Procurement
<i>Job Family Group:</i>	Accounting, Finance and Banking
<i>Management Level:</i>	4 Administrator

JOB SUMMARY

Leads the strategic sourcing organization to negotiate and achieve annual savings goals, driving efficiencies within the university's supply base and increasing spending under management. Leads strategy development at category, program, and initiative levels, ensuring strategies match business regulations, drive competitive costs, reduce risk, and create a strong supply base. Serves as strategic business partner to high-level stakeholders and colleagues to ensure the understanding of needs and achieve customer satisfaction while driving the consumer price index within the procurement function.

JOB QUALIFICATIONS:

Education

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

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		12 years	experience in sourcing, purchasing, or contract management.
	X	15+ years	

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		Advanced understanding of procurement contracts and spending analytics.
X		Excellent analytical and reporting abilities.

Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Proven supervisory and leadership experience.
X		Excellent negotiation skills.
X		Ability to work independently and as part of a team.
X		Ability to collaborate with a wide range of internal and external stakeholders.
X		Experience creating and driving strategy.
X		Excellent written and oral communication skills.
	X	Experience in sourcing, purchasing, and contract management in a university environment.
	X	Up-to-date knowledge and understanding of relevant state and national laws and regulations for sourcing and procurement.

Other Job Factors

JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Responsible for developing sourcing strategies, executing sourcing initiatives, and managing sourcing activities across most major areas of spending across the university. Creates, drives, and supervises staff in long-term strategic planning efforts for assigned sourcing categories, including multi-year category strategies designed to anticipate and respond to requirements while recognizing shifts in supply markets and industry trends.				
Leads and manages a team of category managers responsible for strategically partnering with business unit leaders and contributing to strategy by providing procurement expertise, market insights, negotiation, and contracting expertise.				
Oversees and manages critical supplier relationships and contract management processes to ensure terms are met and contracting and sourcing value is maintained over time. Serves as critical escalation point for vendor performance issues. Collaborates with other departments to ensure strategic alignment, cohesive teamwork, and staff development. Conducts regular strategy and project execution reviews with business and functional leaders.				
Drives category spending analyses and reporting, supplier stratification, and supply market and category industry research for all relevant areas managed by team. Leads the development and negotiation of contracts with new suppliers and renegotiates existing contracts to accomplish project objectives and achieve lowest total cost.				
Provides oversight on and evaluates ethical procurement practices of contracted goods and services, ensuring compliance with university policies and procedures as well as federal, state, and local regulations.				

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/			

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.