



## JOB INFORMATION

<i>Job Code:</i>	157122
<i>Job Title:</i>	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>	8 Individual Contributor
Procurement Specialist (Central)	

## JOB SUMMARY

Manages operational procurement processes and transactions, providing routine and non-routine services and activities. Responsible for transactions of varying complexity (e.g., low, medium, high cost/risk), ensuring completion, accuracy, policy compliance and utilization of best practices. 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		3 years	in procurement or related fields.
	X	5 years	with procurement 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, able to present and translate complex data to varied audiences.
X		Sound judgement, critical thinking and reading ability.
X		Excellent problem solving, analytical and research skills.

## Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Proficiency for analyzing supplier proposals and conducting basic 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		Foundational understanding of 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	High level of industry expertise in specific commodities in a procurement capacity.
	X	Leadership and management skills.
	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 operational requests, transactions and related activities (e.g., requisitions, purchase orders, supplier agreements). Works directly with suppliers on behalf of customers and departments. Reviews proposals, quotes and agreements to identify opportunities to add value. Maintains industry currency (e.g., key suppliers, pricing, trends) and understanding of all relevant policies and procedures.				
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 competition, timeliness and accountability for all participants. Prepares necessary documentation, scoring/ranking, analysis and comparisons. Seeks new ways to improve/assist with processes and negotiations. Provides information and training/guidance on any of the above to others as necessary.				
Ensures appropriate documentation and audit trail. 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.				
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. Maintains understanding of all agreement types, their uses, and with all relevant systems and tools.				
Works collaboratively to maximize opportunities, implement strategic initiatives, develop category strategies, problem solve, and manage supplier relationships and performance when applicable. Provides backup support to peers when necessary. Encourages a workplace culture where all employees are valued, value others and have the opportunity to contribute through their ideas, words and actions, in accordance with the USC Code of Ethics.				

## 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.