JOB DESCRIPTION

Procurement Specialist

Definition of Class
This is a supervisory position in which the incumbent manages the daily activities as it relates to the purchasing of goods and the payment of services. Work involves reviewing and determining appropriate bids and quotes; issuing purchase orders; and processing consultant forms and invoices for payment. The incumbent also trains, assists, provides guidance to departmental buyers across campus, and exercises discretion and independent judgment when making decisions. Reports to the Procurement Manager.

Examples of Work Performed
Reviews and processes requisitions. Issues purchase orders.

Determines vendor sources and obtains product information. Ensures specifications are met.

Maintains contact with vendors and ensures compliance with contracts. Investigates and resolves conflicts with vendors and departments as it relates to quotes, bids, and outstanding invoices.

Prepares complex bid investigations, evaluates bid proposals, and issues purchase orders.

Advises departments on purchasing policies and procedures and provides vendor sources.

Hires, trains, and supervises clerical support staff. Assigns and monitors work. Conducts performance evaluations. Provides training and guidance to departmental buyers across campus.

Answers inquiries regarding complex policies and procedures as it relates to the purchasing of goods and payment of services. Answers departmental questions regarding the SAP Materials Management Module.

Gathers and records data to prepare reports. Composes technical letters, memos, and other similar documents.


Performs similar or related duties as assigned or required.

Essential Functions
These essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring Department.

1. Supervises, trains, and coordinates the activities of the purchasing and accounts payable staff.
2. Oversees daily functions as it relates to procurement of goods and services.
3. Administers and explains complex policies and procedures.
4. Maintains interfaces with faculty, staff, and vendors.

Minimum Qualifications
These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a
job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to The University of Mississippi's Department of Human Resources in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

**Physical Requirements:** These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

- **Physical Exertion:** The incumbent may be required to lift up to approximately 25 pounds.
- **Vision:** Requirements of this job include close vision.
- **Speaking/Hearing:** Ability to give and receive information through speaking and listening.
- **Motor Coordination:** While performing the duties of this job, the incumbent is frequently required to sit. The incumbent is periodically required to talk and hear. The incumbent is occasionally required to stand; walk; reach with hands and arms; and stoop, kneel, crouch or bend.

**Experience/Educational Requirements:**

- **Education:** Bachelor’s Degree from an accredited four-year college or university. AND
- **Experience:** Three (3) years of experience related to the above described duties.
- **Substitution Statement:** Related experience may be substituted for education, on a basis set forth and approved by the Department of Human Resources.

**Interview Requirements**

Any candidate who is called for an interview must notify the Department of Human Resources in writing of any reasonable accommodation needed prior to the date of the interview.

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