Definition of Class
The incumbent in this non-supervisory position performs duties associated with the coordination of an assigned specialty area within the Office of Procurement Services. Work requires an advanced level of technical knowledge and skills for applying policies and procedures. The incumbent ensures that forms are processed in a timely manner; verifies/validates/approves procurement transactions; resolves conflicts with procurement transaction processing; and provides technical guidance to assigned personnel. The incumbent also gathers and prepares reports for internal and external constituencies. Work is performed under limited supervision.

Examples of Work Performed
Processes/verifies/validates/approves travel authorizations, advances and reimbursements to employees for all institutional travel, ensuring the adherence to university and state travel policies, procedures and laws.

Processes/verifies/validates/approves payments to vendors, issues purchase orders and charge purchases against appropriate University G.L. codes. Ensures payments are made in a timely manner.

Prepares IHL Agenda items and Bureau of Buildings Real Property Agenda items.

Serves as a liaison to state agencies, IHL administrators, university signatory officers and executives, architects, and engineers.

Applies for state issued automobile tags and prepares titles for sold vehicles.

Reconciles travel reimbursement vouchers against travel advances, processing payroll deductions as needed.

Resolves discrepancies with related documents/transactions.

Interfaces with vendors to resolve problems concerning payment of services.

Provides technical guidance to assigned clerical staff.

Assists in preparing monthly and annual fiscal reports concerning expenditures and account balances.

Prepares bids, quotes, payment issues, and other related documents.

Opens sealed bids including post bid opening document preparation for architects and engineers.

Provides general information to departmental buyers as it relates to the Materials Management Module.
Prepares IHL automobile and liability claim forms.

Prepares state documents for purchase approvals and sale of items in inventory; prepares legal advertisements for newspaper publication.

Sell surplus property and handle receipt of funds.

Coordinates and maintains the vendor master record creation and ensures the processing of checks.

Maintains departmental website.

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. Performs and coordinates various advanced level clerical functions associated with the operation of the Office of Procurement Services.

2. Trains and provides technical guidance to assigned employees as well as departmental buyers across campus.

3. Administers and explains policies and procedures.

4. Gathers data to prepare reports for internal and external constituencies.

**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 talk and hear; sit; use hands to finger, handle or feel objects, tools or controls; and reach with hands and arms. The incumbent is occasionally required to stand; walk; and stoop, kneel, crouch or bend.

**Experience/Educational Requirements:**
**Education:**
High School Diploma or equivalent (GED).

AND

**Experience:**
Four (4) years of experience related to the above described duties.

**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.

Rev. 04/01/2015

*The University of Mississippi is an EOE/AA/Minorities/Females/Vet/Disability/Sexual Orientation/Gender Identity/Title VI/Title VII/Title IX/504/ADA/ADEA employer. The University complies with all applicable laws regarding equal opportunity and affirmative action and does not unlawfully discriminate against any employee or applicant for employment based upon race, color, gender, sex, sexual orientation, gender identity or expression, religion, national origin, age, disability, veteran status, or genetic information. The University of Mississippi is an “at will” employer. This job description does not constitute an employment contract or negate “at will” employment.*