Position Profile

Family: Business and Finance Services
Level: AM1
Position Profile Title: Administrator 1-Proc/Contr/MM

Salary Grade	Minimum	Midpoint	Maximum
9	$104,100	$143,112	$182,112

PROFILE SUMMARY:
Positions in this job profile are responsible for the oversight and management of the overall operations of University Procurement, Contracting and Materials Management. Responsibilities include developing, implementing, and evaluating philosophy, short and long-range goals, objectives and university policy. They develop, implement and enforce plans, policies, procedures, systems, programs and performance standards. They lead strategic planning efforts and develop, implement and interpret governing rules, contractual provisions and university policy. They are responsible for managing staff, equipment, budget and facilities. They determine resource needs and priorities and make recommendations to executive management. They determine training needs and make appropriate arrangements for provision of training.

DISTINGUISHING CHARACTERISTICS:
The distinguishing characteristics of the Administrator 1-Proc/Contr/MM is the responsibility and authority as the Institutional Chief Procurement and Contract Officer in providing oversight and management of university-wide legal and compliance responsibilities. This position provides development and interpretation of policies, procedures rules and regulations pertaining to university wide procurement, contracts and material management functions. This position ensures university wide procurement, contracting and materials management regulations, policies, supplier initiatives, systems and processes are reflect best practices and are applied consistently.

PRIMARY POSITION RESPONSIBILITIES:
1. Directs the strategic, operational and fiscal responsibilities of purchasing, contracts and materials management functions, evaluating effectiveness, ensuring compliance with university policy, state and federal regulations and contractual provisions, and quality control for the university.
2. Determines performance standards, objectives and operational goals by evaluating practices and operations to ensure optimal overall effectiveness.
3. Provides subject matter expertise in areas such as regulation development and interpretation, commodities, suppliers, strategic sourcing, surplus practices, recycling standards, supporting technologies and purchasing and contracting ethics.
4. Supervises work of other supervisors/managers, including planning, assigning, scheduling and reviewing work, ensuring quality standards. Is responsible for hiring, terminating, training and developing, responding to grievances, reviewing performance and administering corrective action for staff. Plans organizational structure and job content.
5. Establishes and maintains relationships with other internal and external stakeholders including representing the university at meetings and on boards.

PROBLEM-SOLVING AND DECISION-MAKING:
Problems are highly varied, complex and often non-recurring; require novel and creative approaches to resolution. New concepts and approaches may have to be developed.

Decisions have significant, broad implications for the management and operations of a division/entire organization; contributes to decisions on the overall strategy and direction of the entire organization.

Decisions impact:
- Entire University

Oregon State University

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- Functions across the University
- Department
- Direct team
- Donors and Alumni
- Student/Parents
- Suppliers and Contractors
- General Public
- Other External Agencies and Institutions

ACCOUNTABILITY:
Results are defined by division and university mission, vision and strategies; incumbent sets own goals and determines how to accomplish results with few or no guidelines to follow, although precedents may exist; supervisor/manager provides broad guidance and overall direction. Typically reports to a Vice Provost, Vice President, Assistant/Associate Vice President, Dean or other senior level administrator.

Supervises work of other supervisors/managers, including planning, assigning, scheduling and reviewing work, ensuring quality standards. Is responsible for hiring, terminating, training and developing, responding to grievances, reviewing performance and administering corrective action for staff. Plans organizational structure and job content.

Develops and approves department/unit budget and exceptions to program budget. Assists in the development of the division/college/overall organization

RELATIONSHIPS WITH OTHERS:
Collaborates and interacts within the Dept/Unit, University Wide, and Externally to:

- Exchange routine, factual information and/or answer routine questions.
- Exchange detailed information or resolve varied problems.
- Access and/or work with sensitive and/or confidential information.
- Identify needs/concerns of others, determine potential solutions, resolve or redirect appropriately.
- Persuade, gain cooperation and acceptance of ideas or collaborate on significant projects.
- Resolve conflict, negotiate or collaborate on major projects.
- Handle sensitive issues and facilitate collaboration at the highest level.
- Develop and maintain relationships with key contacts to enhance workflow and work quality.

TYPICAL REQUIREMENTS:
Bachelor's degree in Business Administration or field related to assigned responsibilities

7 years senior level management, supervisory experience in governmental and/or higher education procurement, contracting and materials management administration.

Accredited Purchasing Professional (APP) or Certified Professional Public Buyer (CPPB) or Certified Public Procurement Officer (CPPO).

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DISCLAIMER:
The above statements are intended to indicate the general nature and level of work performed by positions within this job profile. They are not designed to contain or be interpreted as an exhaustive list of all duties, responsibilities, skills, and qualifications required of all employees within positions covered by this job profile.