



Job Specification

Job Title: Manager, Purchasing
BCAT Code: 433X AR
Pay Grade: G19

Effective Date: April 1, 2007
Revision Date: February 1, 2007
FLSA Status: Exempt

General Description

Ensures that all activities related the procurement of goods and services are performed in strict accord with all Federal, State, Board of Regents, and University law, rules, regulations, and sound business practices while assuming personal responsibility for Public Works contracts.

Examples of Duties

- Serves as focal point of contact for all University Purchasing related activities, including providing advice and recommendations on contract development, purchasing polices and procedures and administrative issues.
- Ensures all Purchasing related activities are consistent with the Board of Regents, University, State and/or Federal law, rules, regulations, and sound business practices.
- Assists in the development and implementation of short-term and long-term plans and procedures to enhance the level of service provided customers.
- Maintains supervisory responsibility for staff of six professional buyers
- Ensures departmental personnel are continually providing the best available service to customers by encouraging training, recognition and adherence to the Finance and Administration and University's mission, vision, goals and objectives.
- Conducts vendor interviews and inspections for development of alternate sources of supply. Conducts pre-bid, bid openings, pre-awarded conferences and post-award conferences.
- Reviews and revises current operating policies and procedures to ensure they are continuously updated to comply with revisions mandated by the State of Georgia or other regulatory agencies.
- Ensures workloads are evenly distributed to Purchasing staff, ensure projects are processed in a timely manner, provide guidance and clarification to staff when required, and recommends training, readings or other items for professional growth and development of staff.
- Performs other related duties as assigned.

Knowledge, Skills and Abilities

- Ability to communicate effectively, both verbally and in writing
- Possess significant supervisory experience
- Effective delegation skills and proper follow-up
- Ability to gather facts and analyze objectively based upon the law, rules, policies and procedures
- Ability to make sound and independent decisions

Minimum GSU Hiring Standards

Bachelor's degree and five years of related experience; or a combination of education and experience. Prior training and experience in managing a large-scale Purchasing environment would be beneficial. Basic contract and business law experience would be useful and certification (National, State or local) in Purchasing field would be beneficial although not mandatory.

The above is a general description of duties performed by employees holding this job title and does not represent a complete list of duties that may be assigned to an employee.