



JOB INFORMATION

<i>Job Code:</i>	157113
<i>Job Title:</i>	Director, Procurement Services
<i>FLSA Status:</i>	Exempt
<i>Supervisory:</i>	Supervises employees and/or student workers.
<i>Job Family:</i>	Purchasing/Procurement
<i>Job Family Group:</i>	Accounting, Finance and Banking
<i>Management Level:</i>	4 Administrator

JOB SUMMARY

Directs the daily operations of the central procurement department. Develops, implements, and interprets policies, and ensures compliance with applicable laws, policies, and regulations. Sets direction and strategy to ensure the Small Business Diversity Office program initiatives are effective and align with subcontracting goals, strategic sourcing, and transactional purchasing. Develops and executes green purchasing initiatives, including integration strategies for strategic sourcing and day-to-day transactional purchasing. Utilizes a data-driven approach to identify areas for improvement. Develops a high-performance procurement team, establishing a robust professional development program that builds skills and expertise in critical areas. Serves as a procurement functional subject matter expert.

JOB QUALIFICATIONS:

Education

<i>Req</i>	<i>Pref</i>	<i>Degree</i>	<i>Field of Study</i>
X		Bachelor's degree	
	X	Master'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		7 years	
	X	5 years	

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		Highly skilled at all phases of the procurement process: identifying business requirements, drafting RFPs, negotiations, contracting, supplier management, etc.

Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Strong knowledge of and experience with ERP systems (i.e. Oracle, PeopleSoft, Workday, etc.) and automated eProcurement and accounts payable systems (i.e. SAP Ariba, Jaggaer, Coupa, etc.).
X		Demonstrated abilities to facilitate collaboration between diverse groups with potentially conflicting interests, including the ability to build trust, rapport, and mutual respect with senior level administrators and staff.
X		Advanced stakeholder management and communication skills.
	X	Lean Six Sigma, Certified Materials & Resource Professional (CMRP), and/or Certified Purchasing Manager (CPM) certifications.

Other Job Factors

JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Directs the daily operations of central procurement, ensuring goods and services are procured in a timely and efficient manner in accordance with university and federal policies and guidelines. Ensures application of procurement best practices, risk mitigation and effective buying strategies.				
Develops, implements, and interprets policies, and ensures compliance with applicable laws, policies, and regulations. Adapts existing methods and procedures to meet changes in federal requirements and university needs. Ensures standard operating procedures are documented for all key procurement processes are reviewed and updated for changes in policies, systems, or best practices. Proactively engages with campus stakeholders to drive early engagement in the procurement process, ensuring high levels of customer satisfaction and overall communication across campus.				
Sets direction and strategy to ensure the Small Business Diversity Office program initiatives are effective and align with subcontracting goals, strategic sourcing, and transactional purchasing.				
Partners extensively with strategic sourcing to develop and maintain a robust category team approach to procurement, where applicable. Provides leadership for strategic sourcing initiatives.				
Develops and executes green purchasing initiatives, including integration strategies for strategic sourcing and day-to-day transactional purchasing. Fosters a culture of sustainable purchasing through campaigns, participation and collaboration with USC's sustainability committee and key stakeholders.				
Measures organizational performance for all levels of procurement activities to include department goals, buyer performance, customer satisfaction, supplier management, cost savings, usage of strategic sourcing programs, green purchasing and supplier diversity. Utilizes a data-driven approach to identify areas for improvement.				
Serves as a procurement functional subject matter expert. Identifies and effectively communicates business requirements in support of university enterprise procure-to-pay systems enhancements. Collaborates closely with business operations and IT to implement and upgrade procure-to-pay systems.				
Develops a high-performance procurement team by establishing a clear vision for the department, setting clear directions for team members, as well as fostering a culture of skills development, coaching, collaboration and support. Establishes a robust professional development program for procurement staff that builds skills and expertise in critical areas (i.e. negotiation, cost analysis, contract terms, stakeholder management, customer services, etc.).				

Other Requirements

Essential:	Emergency Response/Recovery	Essential:	Mandated Reporter
	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		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.

Other Requirements

<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
	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.		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: https://policy.usc.edu/mandated-reporters/
<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: https://dps.usc.edu/alerts/clery/			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.