



USC University of
Southern California

Procurement Manager Job Description

JOB INFORMATION

Job Code:	157111
Job Title:	Procurement Manager
FLSA Status:	Exempt
Supervisory:	Supervises employees and/or student workers.
Job Family:	Purchasing/Procurement
Job Family Group:	Accounting, Finance and Banking
Management Level:	5 Manager

JOB SUMMARY

Manages and supervises the daily operation of the Procurement department and processes to ensure support for the university's current and future business needs. Partners with Business Operations, Payment Services, and other university departments to ensure the procurement cycle is performed efficiently, with quality and within university policy and government regulations. Aligns the procurement team with strategic sourcing initiatives and supplier management efforts. Establishes key measures to ensure business goals are achieved.

JOB QUALIFICATIONS:

Education

Req	Pref	Degree	Field of Study
X		Bachelor's degree	
	X	Master's degree	

Additional Education

Check here if experience may substitute for some of the above education.

X Combined experience/education as substitute for minimum education

Work Experience

Req	Pref	Work Experience	Experience Level
X		5 years	
	X	7 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

Req	Pref	Functional Skills
X		Advanced understanding and experience with Procurement ERP, RFX, and procurement systems (e.g., Workday, SAP, Peoplesoft, Oracle, Kuali, Scisquest, Emptoris, BidSync, Ariba).
X		Working knowledge/experience in procurement approaches and methodologies.

Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Leadership role managing a large team of buyers and high volume procurement transactions with diverse commodity categories.
X		Possesses the ability to interpret contractual language, applicable laws, government regulations, and university policies.

Certifications

Req	Pref	Select Certifications	Enter Additional Certifications
	X		Certified Purchasing Manager (CPM), Certified Materials and Resource Professional (CMRP), and/or Lean Six Sigma certifications.

Other Job Factors

JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Manages and supervises the daily operation of the Procurement department. Supervises all assigned subordinate staff. Recruits, screens, hires, and trains staff. Evaluates performance and provides guidance and feedback to assigned staff. Counsels, disciplines and/or terminates employees, as required. Partners with university campus departments to ensure procurement cycle is performed efficiently, with quality and within university policy and government regulations.				
Provides advice, direction and guidance to the procurement staff on how to address unique and/or complex requisitions.				
Collaborates with the Business Operations team on procurement system upgrades, enhancements, and day-to-day problems. Identifies opportunities for system improvements, and ensures optimal utilization of procurement system by procurement staff.				
Develops and maintains strong relationships with key customers. Develops departmental procedures and interprets policies and procedures. Advises end-users/campus stakeholders regarding purchasing policies and procedures and approves deviations from normal procedures based on specific circumstances.				
Manages escalations from campus customers.				
Collaborates with Strategic Sourcing team to ensure appropriate category initiative and supplier management support from the procurement team.				
Collaborates with Accounts Payable Manager to resolve complex order discrepancies associated with purchase orders, receipts, invoices and to establish and improve cross functional processes.				
Manages complex procurement projects which cannot be addressed by the procurement staff, including requirements gathering, RFX processes, and contract negotiation.				
Works closely with Office of General Counsel and Office of Compliance to ensure appropriate legal review of contracts and compliance to university policies.				
Ensures buyers maintain pertinent file documentation pertinent to audit reviews, contract terminations, federal contracting regulations, etc.				
Identifies optimal levels of customer service and opportunities for improvement in customer satisfaction, quality, and cycle times.				
Monitors day-to-day supplier performance and provides solutions where potential deficiencies are identified. Establishes key performance indicators and reporting to ensure business goals and objectives are achieved.				
Champions use of the University Supplier Diversity programs to the fullest extent possible.				

Other Requirements

<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
	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 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.		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. 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.