

Procurement Manager

Job Code 50038556

General Description

Responsible for managing the procurement and contracting operation in Facilities Management as well as supervising employees and providing oversight and guidance to a team.

Examples of Duties

Manage activities of procurement staff.
Established department goals and objectives.
Supervise team and conduct performance reviews.
Evaluate business functions and best practices.
Oversee departmental policies and procedures.
Provide insight into procurement and contracting legislation.
Provide technical guidance to facility personnel.
Perform other duties as assigned.

Knowledge, Skills, and Abilities

Knowledge of: University policy and procedure; departmental management; relevant purchasing laws and regulations.

Skill in: Directing the work of others; working as a member of a team; effective communication.

Ability to: Perform intermediate math; provide supervision to a team; create and submit reports and documentation; manage procurement operations.

Experience and Education

To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge, skills, and abilities.

Other Requirements