



POSITION DESCRIPTION

Department:	SBS – Procurement Services
Classification Title:	Buyer II
Working Title:	Goods and Services Procurement Specialist
FLSA Status:	<input checked="" type="checkbox"/> Non-Exempt <input type="checkbox"/> Exempt
Incumbent:	

Position Summary

Strategic Business Services (SBS) is responsible for managing the procurement and contracting process for the University’s Goods and Services clients. SBS ensures an efficient Procure-to-Pay process while acting as stewards of the University’s financial resources by maximizing the value of the University dollar by obtaining the most competitive pricing for goods and services SBS also limits the University’s exposure to liability through numerous risk mitigation solutions. Along with all departments of the Administration and Finance Division, SBS supports the University’s academic mission with a high level of integrity and financial responsibility.

Under the supervision of the Procurement Manager, and in coordination with the other members of the procurement team, the Procurement Specialist will coordinate a variety of diverse procurement operations, including contracting activities and relationship management with assigned clients and vendors.

Duties and Responsibilities

The following examples illustrate typical work activities and are not meant to be all inclusive or restrictive:

Essential Job Functions	Daily	90%
<ol style="list-style-type: none"> 1. Coordinate procure to pay function and goals with assigned clients including: achieving cost savings, negotiating, managing technical and specialized purchasing of goods and services, coordinating and managing informal and formal bids, developing technical specifications and scope of work with clients, place orders against standing contracts, obtain and verify insurance documentation, analyze transactions in compliance with CSU and campus purchasing policy. 2. Execute strategic sourcing initiatives. 3. Purchase commodities and services of a technical and specialized nature in support of client needs. 4. Act as a lead resource to departments by advising, counseling, and resolving problems in matters such as contracts and purchasing procedures. 5. Review and approve purchase order and contract documents within established policy and procedures. 6. Maintain client relations and campus services, making improvements where needed on items such as duties, training material, procurement procedures, and effectiveness and timeliness of department services. 7. Complete supplier evaluations and monitor performance. 8. Perform data analysis and spend analysis for suppliers, commodity categories, and system projects. 9. Manage procurement systems, including contract management solutions and any other programs as needed. 		

10. Act as a lead resource to departments by advising, counseling, and resolving problems in matters such as contracting or purchasing procedures.
11. Provide support, solutions, and guidance to end-users on all aspects of contract related topics and issues.
12. Identify critical initiatives and communicate importance of taking ownership to all team members.
13. Serve as a negotiator for University in service agreements, as well as procurement of goods.
14. Provide training to campus customers, procurement team members, and contractors.
15. Collaborate with Chancellor's Office and other CSU campuses on innovative procurement and contracting methods and documents.

Related Job Functions

As Needed

10%

1. Develop and manage contract reporting requirements, providing benchmarking information.
2. Perform other job-related duties and special projects as assigned that support Goods and Services contracting.
3. Review and analyze periodic reports on supplier utilization with various constituents to establish viable purchase contracts.
4. Attend procurement-related training and maintain skill currency as appropriate to safely and effectively complete assignments.
5. Participate in and lead system-wide procurement projects.

Required Education, Experience, and Credentials

Education and Experience:

Equivalent to a Bachelor's Degree in purchasing, marketing, accounting, business, or other appropriate field. Additional qualifying experience may be substituted for the required education on a year-for-year basis. AND equivalent to two years of increasingly responsible purchasing experience consisting of major aspects of the purchasing function, i.e., contracting, with background in areas such as sourcing, formal procurement processes, negotiations, development of contracts, service agreements, leases, or other written legal agreements.

Licenses, Certificates, Credentials:

- Possession of valid driver's licenses or ability to obtain by date of hire.

Required Skills, Knowledge, and Abilities

- Thorough knowledge of principles, practices, and procedures of purchasing, including administration of contracts and service agreements.
- Thorough knowledge of basic accounting principles related to purchasing and contracts.
- Thorough knowledge of CSU and State of California regulations dealing with alternative methods of competitive bidding in Goods and Services.
- Thorough knowledge of California State Statutes and Codes applicable to campus procurement.
- Working knowledge of functions such as receiving and property accounting as they relate to the purchasing process.
- Comprehensive knowledge of formal competitive bidding administration. Ability to administer all aspects of bid procedures according to laws and codes.
- Demonstrated ability to coordinate and manage complex procurement contract development, negotiation, and management. Ability to negotiate and manage major procurement requirements, work scopes, and bid specifications.
- Ability to develop, interpret, and apply highly technical and varied material and equipment specifications requiring such activities as integration of performance schedules.

- Demonstrated experience in negotiation with a proven track record of producing documented savings and cost avoidance.
- Demonstrated client service skills, including a high level of diplomacy and professionalism.
- Ability to negotiate and manage major procurement requirements.
- Ability to maintain currency regarding business trends.
- Ability to learn and perform campus routine procurement processes; informal and formal solicitations, evaluations processes for RFQ and RFP, execution of change orders, and contract close-out activities.
- Ability to analyze competitive bids and proposals, conduct solicitation conferences, and perform advanced research work by email or telephone.
- Ability to maintain key records including contracts, insurance documents, and any required reporting.
- Ability to work with a high degree of independence.
- Ability to use tact and diplomacy to effectively handle a broad range of high level and sensitive interpersonal situations with diverse personalities, and to respond appropriately to conflicts and problems.
- Ability to initiate, establish, and foster communication and teamwork by maintaining a positive, cooperative, productive work atmosphere in and outside the University with the ability to establish and maintain effective working relationships with a diverse population and those from various cultural backgrounds.
- Excellent communication skills; ability to effectively communicate information in a clear and understandable manner, both verbally and in writing.
- Thorough knowledge of English grammar, spelling, and punctuation.
- Ability to interpret, communicate, and apply policies and procedures.
- Demonstrated ability to maintain a high degree of confidentiality.
- Excellent organizational and time management skills with the ability to set own priorities to coordinate multiple assignments with fluctuating and time sensitive deadlines.
- Excellent computer skills and proficiency with a variety of computer applications including word processing, spreadsheets, databases, online systems, Internet, as well as online calendaring and email.
- Ability to collaborate with clients, other campus entities and vendors to ensure projects are on time and on budget.
- Demonstrated expertise with alternative delivery procurement for complex Goods and Services acquisitions including campus wide technology, software, and AV projects.
- Knowledge of and ability to apply lean contracting practices to university projects.
- Ability to lead or review the work of others.

Preferred Skills and Experience

- Experience with a category-led strategic sourcing program.
- Demonstrated skills in a business environment utilizing a client-oriented and service-centered attitude.
- Experience procuring construction, design services, and facilities management-related commodities and services.
- Procurement professional certification: CPPB, CPPO, or CPSM.

Special Conditions

- Must be willing to travel and attend training programs off-site for occasional professional development.
- Must be able to work overtime, occasional holidays, and adjust working hours to meet special jobs. May be called back periodically to perform work as needed on an emergency basis.
- The person holding this position is considered a 'mandated reporter' under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.

- Must be able to successfully pass a pre-employment background/fingerprint check.
- This position is a "designated position" in the California State University's Conflict of Interest Code. The successful candidate accepting this position is required to file Conflict of Interest forms subject to the regulations of the Fair Political Practices Commission.
- This position classification has been defined as non-exempt and is subject to overtime provisions of the Fair Labor Standards Act (FLSA).

INCUMBENT: I have read this position description and understand its contents.

INCUMBENT NAME	SIGNATURE	DATE
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SUPERVISOR: I certify that all statements on this form are complete and accurate.

IMMEDIATE SUPERVISOR NAME AND TITLE	SIGNATURE	DATE
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DEPARTMENT HEAD: I certify that all statements on this form are complete and accurate.

DEPARTMENT HEAD NAME AND TITLE	SIGNATURE	DATE
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HUMAN RESOURCES USE ONLY

Employee ID#: _____ Position Number: _____ FTE: _____ <input type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> COI Position Recruitment Number: _____	REQUEST FOR: <input type="checkbox"/> Update Review for File <input type="checkbox"/> Classification Review <input type="checkbox"/> New Position Recruitment <input type="checkbox"/> Replacement Recruitment	CLASSIFICATION INFORMATION Classification Title: Buyer III Class Code/Range: 4791 CBID: R07 MPP Job Code: n/a Classifier Initials: HR Date: 10/03/23
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