Georgia State University

Job Specification

Job Title: Manager, Purchasing

BCAT Code: 09LX37
Pay Grade: G19
FLSA Status: Exempt

Effective Date: April 1, 2007
Revision Date: July 1, 2013

General Description
Ensures that all activities related to the procurement of goods and services are performed in strict compliance with all federal, state, Board of Regents (BOR), and University laws, rules, regulations. Abides to sound business practices, and assumes personal responsibility for Public Works contracts.

Examples of Duties
- Serves as point of contact for all University purchasing related activities, such as providing advice and recommendations on contract development, purchasing polices and procedures and administrative issues.
- Ensures that all Purchasing related activities are consistent with the Board of Regents, University, state and/or federal law, rules, regulations, and adheres to 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 to customers.
- Maintains supervisory responsibility for a staff of six professional buyers.
- Ensures customer service to departmental personnel through training, recognition and adherence to the Finance and Administration and University mission, vision, goals and objectives.
- Conducts vendor interviews and inspections for the development of alternate supply sources.
- Holds pre-bid meetings, bid openings, pre-award 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 that workloads are evenly distributed to the Purchasing staff, and projects are processed in a timely manner.
- Provides guidance and clarification to staff when required; recommends training, literature, etc. for the professional growth and development of staff.
- Performs other duties as assigned.

Knowledge, Skills and Abilities
- Knowledge of supervisory techniques.
- Effective delegation skills.
- Skilled in the proper follow-up.
- Ability to make sound and independent decisions.
- Ability to gather facts and analyze objectively based on the law, rules, policies and procedures.
- Ability to communicate effectively, both verbally and in writing.

Minimum GSU Hiring Standards
Bachelor’s degree and five years of related experience. Prior training and experience in managing a large-scale purchasing environment preferred. Basic contract and business law experience preferred. Purchasing certification preferred.

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.