Georgia State University

Job Specification

Job Title: Procurement and Asset Manager

BCAT Code: 09GX34  Effective Date: June 1, 2011
Pay Grade: G17    FLSA Status: Exempt  Revision Date: July 1, 2013

General Description
Manages and implements all elements of purchasing and asset management for Information Systems and Technology (IS&T).

Examples of Duties
- Coordinates the compliance of contracts and purchases with procedural and legal requirements with University purchasing, accounting and legal offices.
- Administers the asset management of IS&T equipment, software, tools, raw materials, and supplies.
- Tracks the equipment from purchasing to installation.
- Plans and monitors the replacement cycles.
- Drafts and develops contract documents.
- Selects the most appropriate method of procurement.
- Administers and manages executed contracts.
- Coordinates contract amendments in accordance with University purchasing procedures.
- Interprets IS&T procurement regulations and answers questions regarding the solicitation for IS&T products and contracted services.
- Purchases software licenses and maintains license records.
- Plans and supervises the work of subordinates support staff.
- Performs other related duties as assigned.

Knowledge, Skills and Abilities
- Knowledge of information systems, technology, and equipment.
- Knowledge of purchasing and contracting practices and policies.
- Knowledge of University policies and procurement procedures.
- Knowledge of inventory and asset management practices.
- Effective communication and project management skills.

Minimum GSU Hiring Standards
Bachelor’s degree in Business Administration or a related field and three years of related experience; or a combination of education and related experience.

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.

Office of Human Resources
Classification Section