JOB DESCRIPTION
The UNIVERSITY of OKLAHOMA

Procurement Specialist IIV

Job Code: 10179

Salary Grade: 22

FLSA Status: Exempt

Job Family: Finance

Job Subfamily: Procurement

The following statements are designed to outline the general functions and typical responsibility levels associated with positions in this classification. They are not intended to serve as an exhaustive list of specific duties or requirements for individual positions assigned to this classification.

Position Summary

Serves as a senior procurement professional and subject matter expert, providing operational leadership, policy guidance, compliance oversight, and systems support for Procurement. Acts as a primary resource for procurement staff and university stakeholders, resolving complex issues, supporting process improvement initiatives, and ensuring consistent application of procurement policies, procedures, and regulatory requirements.

Job Responsibilities

1. Serves as the primary point of contact for the department's general procurement inbox, researching and resolving complex inquiries related to procurement policies, procedures, compliance requirements, systems, and procurement processes.

2. Audits procurement activities and records to ensure compliance with university policies, state laws, and applicable procurement regulations.

3. Analyzes procurement data, develops operational reports and performance metrics, and identifies opportunities to improve service, compliance, and efficiency.

4. Supports procurement systems administration, including testing, upgrades, troubleshooting, and implementation of process improvements in collaboration with information technology and procurement leadership.

5. Collaborates with procurement leadership to develop, implement, and monitor operational improvements, compliance initiatives, and departmental procedures.

6. Resolves complex procurement issues and escalated cases through risk assessment, policy interpretation, and consultation with internal and external stakeholders.

Minimum Requirements

Required Education & Experience:

- Education: Bachelor's Degree
- Experience: 7 years

Required Certifications or Licenses:

- None

Verification of education and licensure (if applicable) will be required if selected for hire.

Knowledge, Skills, and Abilities

- Knowledge: Performs duties with expert knowledge of concepts, practices, and procedures within a particular job sub-family and applies a broad perspective to enhance and improve existing processes within the sub-family and, when appropriate, across the broader job family.
- Communication & Collaboration: Communicates complex professional information clearly to varied audiences/stakeholders to accept practices, new concepts, and approaches.
- Problem Solving: Develops new procedures and policies to apply to complex issues; proactively recognizes business needs and impact of issue at hand; identifies and implements new, creative solutions (both short-term and long-term) that may extend beyond assigned job sub-family.
- Autonomy: Often has complete autonomy in decision making for daily activities; frequently has ability to implement new procedures at own discretion.
- Leadership: May supervise a small number of individuals who provide tactical / operational support; people management is a secondary function, not the primary purpose of the role.

Working Conditions

- Standard office environment.
- Prolonged periods of sitting and working at a computer.
- Frequent use of a keyboard and repetitive motion.
- Occasional lifting of up to 25 pounds.
- May experience periods of elevated workload and competing deadlines.

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