



Senior Procurement Specialist

Job Code: 6475

Salary Grade: S09

FLSA Status: Exempt

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.

Duties and Responsibilities

The Senior Procurement Specialist plays a key role in the Procurement Services Department by managing complex procurement activities and serving as a subject matter expert for assigned commodity groups. This position is responsible for processing high-dollar and specialized purchases, redlining and reviewing contracts, and collaborating with the Office of Legal Counsel to ensure compliance with university and state regulations. The Senior Procurement Specialist also provides guidance to junior staff and contributes to the development of procurement strategies that support the university's operational and academic goals.

- Manage complex and high-dollar procurement transactions from requisition to contract execution.
- Redline and review supplier contracts, terms, and conditions in coordination with the Office of Legal Counsel.
- Serve as the lead specialist for assigned commodity groups, providing subject matter expertise and guidance to other team members.
- Evaluate proposals and lead supplier negotiations to secure favorable terms and pricing.
- Collaborate with university departments to understand procurement needs and provide guidance on sourcing strategies.
- Ensure compliance with university policies, state laws, and applicable procurement regulations.
- Maintain accurate and complete procurement documentation and contract records.
- Mentor and support junior procurement staff, providing training and oversight as needed.
- Participate in procurement planning and process improvement initiatives.
- Performs other duties as assigned.

Minimum Qualifications

Education:

Required: Bachelor's Degree

Experience:

Required: 36 months of experience in procurement or contract administration.

Equivalency/Substitution: Will accept 48 months of purchasing experience in lieu of the Bachelor's Degree for a total of 84 months.

Certifications or Licenses:

- None

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

Knowledge, Skills, and Abilities

- Demonstrated experience with complex purchasing and contract review.
- Strong knowledge of public procurement regulations and best practices.
- Excellent negotiation, analytical, and communication skills.
- Proficiency with Microsoft Office Suite (Word, Excel, Outlook).
- Ability to work independently and collaboratively in a team environment.

Working Conditions

Physical: Sit for prolonged periods. Communicate effectively and listen. Use of a computer. Manual dexterity.

Environmental: Standard Office Environment.

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