

The University of Akron
Classification Specification

Job Title:	Coord PFOC Procurement	Job Code:	80305
Job Function:	Staff	Grade:	118
Job Family:	Bargaining Unit	FLSA:	Non-Exempt
SOC Description:	2000 Financial/Accounting Group	Date:	2/18

Job Summary:

Perform the material acquisition process for the department, balancing material request deadlines with competitive price analysis.

Essential Functions:

75% Procure goods and services utilizing PeopleSoft, Public Purchase and Visa procurement methods for Stockroom and/or Departmental Purchases. Perform competitive pricing analysis to assure best use of departmental budget.

10% Monitor request queue and assign new requests. Verify requests for accuracy/correctness per departmental and purchasing department standards. Ensure all requests meet dollar level approval thresholds.

10% Maintain proper records (quotes and invoices/receipts) and assist with departmental procurement card reconciliation process. Coordinate with stockroom to ensure items are received appropriately both physically and in the work order/inventory management system.

5% Advise departmental supervision and employees concerning products and vendors, product substitutions, price changes, order status and purchasing policies/procedures. Perform related duties as assigned.

Education:

Requires 18 months of education or training beyond high school.

Licenses/Certifications/Requirements:

None

Experience:

Requires a minimum of 1 year experience in competitive pricing and procurement. Strong computer skills to include word processing, spreadsheets and databases required. Prior work experience as a maintenance technician and work order management/inventory system experience preferred.

Leadership:

Responsible for directing and monitoring the work of student and/or temporary workers.

Physical Requirements:

Job is physically comfortable; individual is normally seated and has discretion about walking, standing, etc. May occasionally lift very lightweight objects.

Working Conditions:

Standard working environment with possible minor inconveniences due to occasional noise, crowded working conditions and/or minor heating/cooling or ventilation problems. Near continuous use (>70% of the time) of a video display terminal.

The intent of this classification specification is to provide a representative summary of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this description. The University requires that all University employees whose assigned duties include some involvement with The University of Akron's intercollegiate athletics program, comply with all relevant NCAA Bylaws in performing their work.