

Administration Job Family: Purchasing Progression

These generic job title summaries are intended to indicate the kinds of tasks and levels of work complexity that will be required of positions classified to any of these titles and are not intended to be construed as declaring the specific duties and responsibilities of any particular position. The use of particular expressions or illustrations describing functions within a specific job title does not exclude other duties of a similar kind and/or level of complexity. Positions are classified to a particular job title based upon the predominant level of expected work complexity. ***A position that is classified into this title and band must meet the Cornell requirements for exemption under the FLSA.***

GENERIC JOB PROFILE SUMMARIES

Purchasing Assistant INDIVIDUAL CONTRIBUTOR	Purchasing Agent II INDIVIDUAL CONTRIBUTOR	Purchasing Agent III INDIVIDUAL CONTRIBUTOR	Purchasing Agent IV MANAGEMENT	Purchasing Agent V MANAGEMENT	Director Procurement MANAGEMENT
Purchase a wide-variety of materials, equipment and supplies					
Use APPS system to enter and track requisitions	Review purchase requisitions for such issues as lead times, standardizations, quantity discounts, and best source	Issue requests for quotations; examine quotes received for best value, quality, and service			
Generate, type and distribute purchase orders, establish and renew blanket purchase orders for frequently used vendors at the request of department heads.				May review and approve purchase orders greater than \$25,000	Review and approve purchase orders greater than \$25,000
Be the contact person for vendors and departments on all requisitions.					
Responsible for researching price and quality information on products to be purchased by departments	Assist user departments in formulation of specifications; use comparative bidding or other approved				

Purchasing Assistant INDIVIDUAL CONTRIBUTOR	Purchasing Agent II INDIVIDUAL CONTRIBUTOR	Purchasing Agent III INDIVIDUAL CONTRIBUTOR	Purchasing Agent IV MANAGEMENT	Purchasing Agent V MANAGEMENT	Director Procurement MANAGEMENT
	Work with departments to formulate goals and objectives to improve service	Supervise, coordinate, develop, and improve purchasing and procurement methods	Work with departments in order to guarantee their adherence to University standards		Formulate and administer purchasing policies and procedures for the University
	Monitor and interpret applicable market conditions and trends.		Keep abreast of continually changing technology and materials issues		
	Review and correct invoices received not in compliance with terms and conditions				
	Negotiate contracts where appropriate				
	Identify alternative sources of supply through regular commodity reviews			Coordinate, develop and implement new supplier agreements, review supplier performance; identify spend areas for saving and efficiencies	Maintain contact with key suppliers; act as ultimate authority in all vendor relations
		Maintain effective communication with user departments		Liaison to university stakeholders	Represents the University in various capacities of professional involvement.
			Be responsible for professional development/ training of departmental staff	Develop and implement training and development programs for purchasing staff	Manage, develop, oversee and support staff in the operation of the University Purchasing Department
			Develop procurement strategies to improve departmental productivity and systems.	Plan, direct, examine and execute department processes to identify re-engineering opportunities	
			Oversee major procurement projects and Preferred Supplier Agreements.		Provide guidance and direction to staff on major purchases or contracts.

Purchasing Assistant INDIVIDUAL CONTRIBUTOR	Purchasing Agent II INDIVIDUAL CONTRIBUTOR	Purchasing Agent III INDIVIDUAL CONTRIBUTOR	Purchasing Agent IV MANAGEMENT	Purchasing Agent V MANAGEMENT	Director Procurement MANAGEMENT
			Provide expertise on interpretation of applicable laws and provide expertise across campus		
				Responsible for e-Procurement program	
				Manage and administer key university procurement functions, including customer service/ operations and systems	Develop and manage systems that control expenditures in excess of \$100 million annually

JOB FACTOR PROFILE TABLE

FACTOR PROFILE	10786 PURCASHING ASSISTANT, BAND D	10787 PURCASHING AGENT II, BAND E	10788 PURCASHING AGENT III, BAND F	10789 PURCASHING AGENT IV, BAND G	11339 PURCASHING AGENT V, BAND H	11272 DIRECTOR PROCUREMENT, BAND I
MINIMUM EDUCATION AND EXPERIENCE EQUIVALENCY	Associates Degree and 2 to 4 years relevant experience or equivalent combination	Bachelor’s and 2 to 4 years relevant experience or equivalent combination	Bachelor’s degree and 3 to 5 years relevant experience or equivalent combination	Bachelor’s degree and 5 to 7 years relevant experience or equivalent combination	Bachelor’s degree and 7 to 10 years relevant experience or equivalent combination	Master’s degree and 7 to 10 years relevant experience or equivalent combination
IMPACT	Extend beyond college/unit	Moderate impact	Moderate impact	Substantial impact	Substantial impact	Significant impact
CONTACTS - INSIDE	Coordinate activities Contribute to group projects	Assists others Cooperation of task completion	Assists others Cooperation of task completion	Persuade others to take particular course of action Coordinate major activities	High-level interaction Involved in diverse and highly sensitive or confidential activities	High-level interaction Involved in diverse and highly sensitive or confidential activities
CONTACTS - OUTSIDE	Conduct somewhat complex business activities Obtain involved information Provide detailed response	Providing/receiving guidance, advice or information that must be analyzed and developed by the position	Providing/receiving guidance, advice or information that must be analyzed and developed by the position	Providing/receiving guidance, advice or information that must be analyzed and developed by the position	Providing/receiving guidance, advice or information that must be analyzed and developed by the position	Providing/receiving guidance, advice or information that must be analyzed and developed by the position
CONTACTS - STUDENTS	Deals with confidential information such as grades, financial records, etc	Limited contact	Limited contact	Occasional contact to provide information and instruction	Limited contact	Limited contact

FACTOR PROFILE	10786 PURCASHING ASSISTANT, BAND D	10787 PURCASHING AGENT II, BAND E	10788 PURCASHING AGENT III, BAND F	10789 PURCASHING AGENT IV, BAND G	11339 PURCASHING AGENT V, BAND H	11272 DIRECTOR PROCUREMENT, BAND I
SUPERVISION	Group leader Full responsibility for students, temporaries, and employees who do similar work	Occasional guidance to others who do similar work	Day-to-day supervision to employees within the dept	Day-to-day supervision to employees within the dept	Provide supervisory direction to other supervisors	Provide supervisory direction to other managers
COMPLEXITY	Focus on an entire field	Frequently adapt, combine, or make improvements to services, products, processes, & programs. Work requires reasoning skills and judgment	Frequently adapt, combine, or make improvements to services, products, processes, & programs. Work requires reasoning skills and judgment	Occasionally required to develop new innovative solutions, services, products, processes, & programs. Work requires sophisticated reasoning skills	Continually required to develop new innovative solutions, services, products, processes, & programs. Work requires conceptual and imaginative thinking in a highly complex and unchartered environment	Continually required to develop new innovative solutions, services, products, processes, & programs. Work requires conceptual and imaginative thinking in a highly complex and unchartered environment
LEVEL OF DECISION MAKING	Responsible for making some decisions which require consideration of various criteria.	Responsible for making decisions within prescribed limits and/or providing input to others for decision- making	Responsible for making decisions within prescribed limits and/or providing input to others for decision- making	Responsible for assisting in and influencing decisions concerning policy-setting, research, planning, or students	Responsible for making decisions regarding policy- setting, research, planning, or students	Responsible for making decisions regarding policy- setting, research, planning, or students
FREEDOM OF ACTION	Very general supervision Resolve most problems Accomplish most tasks alone Keep supervisor informed of progress	General supervision Some interpretation of established work policies and procedures is required	Very general supervision Interpretation of work policies and procedures required. May deviate from standard work practices	Little direct supervision Considerable latitude for exercising judgment and self-direction	Little direct supervision Considerable latitude for exercising judgment and self-direction	Little direct supervision Considerable latitude for exercising judgment and self- direction
EFFECT OF DECISION MAKING		Directly affects a functional area Minimal effect on students and employees	Directly affects a functional area Minimal effect on students and employees	Directly affect more than one college or school administrative unit	Directly affect entire college or school administrative unit	Directly affect entire college or school administrative unit

FACTOR PROFILE	10786 PURCASHING ASSISTANT, BAND D	10787 PURCASHING AGENT II, BAND E	10788 PURCASHING AGENT III, BAND F	10789 PURCASHING AGENT IV, BAND G	11339 PURCASHING AGENT V, BAND H	11272 DIRECTOR PROCUREMENT, BAND I
WORKING CONDITIONS	Lift less than 10 lbs. Close concentration and visual attention Limited exposure	Normal working conditions, including limited or no exposure to hazardous conditions/ materials/equip. Safety gear may sometimes be required	Normal working conditions, including limited or no exposure to hazardous conditions/ materials/equip. Safety gear may sometimes be required	Normal working conditions, including limited or no exposure to hazardous conditions/ materials/equip. Safety gear may sometimes be required	Normal working conditions, including limited or no exposure to hazardous conditions/ materials/equip. Safety gear may sometimes be required	Normal working conditions, including limited or no exposure to hazardous conditions/ materials/equip. Safety gear may sometimes be required