

Wright State University
CLASSIFIED JOB SPECIFICATION
Procurement Specialist

I. JOB INFORMATION

Job Title: Procurement Specialist (CS05)

Job Class: 12126 **FLSA Status:** Non-Exempt

II. JOB SUMMARY

Under general direction oversees and processes requisitions in procurement system for goods and services for the university. Responds to and interacts with internal and external persons to determine needs and priorities.

III. PRIMARY DUTIES AND RESPONSIBILITIES

- Compiles request for materials, prepares purchase orders, keeps track of purchases and supplies and handles inquiries about orders.
- Develops and evaluates requests for information, monitor existing contracts and price agreements for various commodities.
- Acts as a liaison between University departments and vendors; analyzes and recommends processes to resolve concerns and discrepancies; implements actions to make sure the University's interest is best served.
- Assists in the maintenance of Purchasing Department's web page and the archiving of information both electronically and in hard copy.
- Maintains a variety of logs, reports and records. Assists in preparation of quarterly reports. Compiles data and participates on special projects as needed.
- Enters data using various software packages.

Note: This is not an inclusive list of duties and responsibilities.

IV. MINIMUM EDUCATION, EXPERIENCE, KNOWLEDGE, SKILLS, AND ABILITIES

A high school diploma or GED and four years of (FT) related work experience OR, two years of post-secondary education and two years of (FT) related work experience OR, a bachelor's degree in a related field and one year of (FT) related work experience. Excellent verbal/communication skills. Must have knowledge about clerical duties such as managing files and recordkeeping. Experience in writing, editing, and budget management. Ability to maintain accurate records. Thorough knowledge and skills to utilize current office equipment and a variety of complex software packages. Must have a working knowledge of accounting/bookkeeping procedures.

V. WORKING CONDITIONS

Typical office environment.

VI. WSU TESTING/EXAMINATIONS REQUIRED

Business Math. Spreadsheet-Standard.

VII. CERTIFICATIONS OR LICENSURE(S) REQUIRED*

None

VIII. JOB SERIES

12110

This specification is intended to illustrate the level of complexity and kinds of job duties that may be assigned to positions with this classification title, and should not be interpreted to describe all the duties that may be included in a job description.