



ISSUED: 11/93
CLASS

TITLE: Procurement Specialist _____ **SCHEDULE:** B **CODE:** PN322
SALARY

UNION: P&A – Local 1979, U.A.W. **GRADE:** 10 **CODE:** 30
JOB

FLSA: Non-Exempt **CODE:** PN

POSITION PURPOSE

Provide assistance to professional, administrative and management personnel in a staff capacity providing financial and administrative support in the procurement of research animals for biomedical research for a department, School, College, Division on Center/Institute of the University. Work activities require the application of specialized skills which can be acquired through a combination of job related training and on the job experience.

ESSENTIAL JOB FUNCTIONS

- Procure a variety of research animals (i.e. dogs, cats, rabbits, etc.) to support biomedical research studies university-wide. Contact vendor representatives to order animals, bedding, food, and other supplies as well as resolve shipment and/or payment problems; interface with the Purchasing Department to obtain purchase order as well as communicate committed requisition number, vendor name, and any expended dollar amounts.
- Monitor and maintain an Animal Facility Management database to ensure animal/specie ordering is in compliance with approved research protocols as well as agency guidelines. Check and review animal orders (i.e. quantities, species, etc.) against the appropriate research protocol (i.e. expiration dates) to ensure compliance with the Human and Animal Investigation Committee (HAIC).
- Oversee and monitor revenues and expenditures following established policies and procedures; compile and process monthly billings for revenue generating services; prepare appropriate billing reports as well as University forms and paperwork for vendor payment and processing; compile, analyze and prepare statistical data for budget planning.
- Coordinate and participate in the processing of invoice and receiving reports; check shipments and update related database record keeping system; generate selected forms, documents and reports and submit to appropriate fiscal area in order to initiate timely vendor payment.
- Participate in the collection of statistical data for the preparation and submission of a variety of scheduled reports (e.g. United States Department of Agriculture (USDA), American Association for Laboratory Animal Care Report (DLAR); answer questions and provide additional information and/or clarification upon request.
- Serve as information source to staff, principal investigators, and outside professionals; answer questions, provide information and resolve routine problems regarding operations and services. May

represent the department and/or supervisor to other University areas and outside professional groups and organizations in order to obtain and exchange information.

- Supervise non-exempt full-time clerical, part-time temporary student/technician support staff. Interview and recommend employment, discipline and evaluation of full-time and temporary support staff; conduct orientation and training programs. Plan and assign work activities; train in appropriate office methods and procedures and monitor workflow and staffing levels.
- Perform related work as assigned.

ADDITIONAL COMMENTS

This entry level professional classification is responsible for job functions that require specialized non-theoretical skills coupled with a procedural understanding of standard program activities. Work activities include processing requisitions, reviewing and monitoring research protocols, interfacing with vendor representatives and various University personnel in providing follow-up, general information and problem resolution. This classification is responsible for the procurement of specific commodities, i.e. animal species (dogs, cats, rabbits, etc.), bedding, feed, etc. Substantial contact is made with University requisitions (principal investigators) and vendor representatives. This classification is typically assigned to the Department of Laboratory Animal Resources (DLAR) within the Division of Research and Sponsored Program Services. This classification receives work direction and guidance from a management level position.

MINIMUM QUALIFICATIONS

- Graduation from an accredited college or university or an equivalent combination of education and/or experience preferred.
- Some knowledge of University policies and procedures.
- Some knowledge of bookkeeping procedures and applications; accounting principles preferred.
- Some supervisory experience preferred.
- Some experience in the procurement of specific commodities.
- Ability to work under pressure and meet established deadlines.
- Ability to communicate effectively with others.
- Strong decision making skills; ability to work independently.
- Typically, incumbents have held lower level clerical, secretarial and/or accounting support positions.