

April 1, 2016

**PURCHASING OFFICER II**

**DEPARTMENT: CENTRAL ADMINISTRATIVE OFFICE/SPRINGFIELD**

**FLSA: Exempt**

**JOB POSTING: #16-067 (Exam Request title: Purchasing Officer II)**

**Please apply by April 22, 2016**

1. 27 months responsible experience in fields that provide preparation for purchasing work such as claim resolution, expediting, returned goods, resolving billings, and/or public relations/customer service  
Or
2. 90 semester hours of college credit for course work in any field  
Or  
Any proportional combination of the above
3. 9 months of work experience performing duties comparable to those listed above

**FUNCTION**

Responsible for procurement of goods and services in compliance with governmental, University, and Division guidelines; advise staff on such purchases; analyze, interpret, and communicate procurement policies, procedures, rules, and regulations.

**WORK ACTIVITIES**

- Coordinate procurement planning and processing with administration to assure fulfillment of operational needs in compliance with federal, state, and university guidelines.
- Determine and analyze specifications required of providers of goods and services in matching needs through cost effective procurement processes which comply with governmental purchasing regulations.
  - Interpret and implement processes applicable to federal, state and university procurement guidelines.
  - Compile detailed specifications for procurement activities for items that require formal bidding.
- Specify requirements, prepare bid documents, and review vendor bids for acceptable submissions.
- Responsible for coordinating and managing purchases through the iBuy procurement system, including assignment of C-FOAPAL codes, approval of regional office purchases, and oversight of the regional office supply budgets.
- Continually analyze, assess, and recommend submission of proposals for the procurement of goods and services.
- Coordinate the ongoing and preventative maintenance of all DSCC office equipment, excluding computer-based hardware.

- Oversee the Division's compliance with the University's Certificate of Insurance requirements and the Procurement Diversity Program.
- Responsible for the Division Standing Orders, including review and approval of invoices and tracking of expenditures.
- Buyer signature authority on all operational Purchase Orders or obligation documents assuring DSCC compliance to all regulations and guidelines.
- Coordinate the preparation of reports as needed.
- Perform related duties as assigned.

#### **KNOWLEDGE REQUIRED BY THE JOB**

- Strong analytical, organizational, communication and written skills.
- Knowledge of University of Illinois Policy and Rules – Nonacademic.
- Skills to negotiate with vendors under terms and conditions of government contracts.
- Extensive knowledge of applicable State and Federal laws and University policies regarding procurement practices.
- Knowledge of University C-FOAPAL codes
- Extensive knowledge of iBuy procurement system.