

# M&P OCCUPATIONAL GUIDELINE

## **JOB FAMILY: SUPPLY MANAGEMENT Level A2, Pay Grade 7**

<b>LEVEL DEFINITION</b>	This level covers positions responsible for the procurement of goods and services, and the management or facilitation of supplier contracts or related business programs.
<b>TYPICAL RESPONSIBILITIES</b>	May include: managing the tender process for all levels of contracts; developing, facilitating or operating after contract award management or related business programs; providing advice to end users contemplating major, unusual, or complex purchases and resolving vendor disputes.
<b>DECISION MAKING /LEVEL OF ACCOUNTABILITY</b>	Makes decisions regarding all levels of acquisitions and contracts; analyzes business requirements and authorizes purchases in accordance within the position's specified University signing authority.
<b>SUPERVISION RECEIVED</b>	Works independently within established policies and guidelines to meet defined objectives and goals. Work is reviewed in terms of exercise of sound judgment in contract management.
<b>SUPERVISION EXERCISED</b>	May manage work of support or temporary staff.
<b>MINIMUM QUALIFICATIONS</b>	University degree in a relevant discipline. Minimum of two to three years of related experience, or the equivalent combination of education and experience.