

CIVIL SERVICE POSITION DESCRIPTION

INCUMBENT _____ CSN _____

PRESENT CLASSIFICATION Procurement Officer Specialist DATE 5/5/21

DEPARTMENT Purchasing

FUNCTION

Under the general supervision of the Director of Procurement Services, the occupant of this position is responsible for the purchase of professional and artistic services and other services through implementation of the Purchasing function in accordance with the guidelines of Southern Illinois University School of Medicine – Springfield.

ORGANIZATIONAL RELATIONSHIPS

This position is under the general supervision of the Director of Procurement Services of the School of Medicine, Springfield, who reports to the Assistant Provost of Financial Affairs who reports to the Associate Provost for Finance and Administration.

DUTIES AND RESPONSIBILITIES

The following information is intended to be representative of the work performed by the incumbent in this position and is not all-inclusive. The omission of a specific duty or responsibility will not preclude it from the position if the work is similar, related, or a logical extension of position responsibilities.

Demonstrate, by actions, commitment to the mission and the behavioral standards of the SIU school of Medicine. Provides excellent service to both internal and external customers through collaboration and partnership; compassion and respect; integrity and accountability; diversity and inclusion; as well as continuous learning and improvement.

40% A. Procurement

1. Review requisitions for accuracy and completeness and contact department to resolve any issues.
2. Obtain required approvals (SIU HealthCare CEO, SIU HealthCare Board, or authorized department).
3. Assist user department in preparation of specifications for highly complex purchases of services and assist user department in preparing bid documents when necessary.
4. Contact vendors via telephone, fax, or written quotation for verification of price and services.
5. Issue and enter orders in Administrative Information Services (AIS) for services including professional and artistic services.
6. Review forms and notify vendor of need to provide forms such as certificates of insurance, vendor financial disclosure, contract certification forms and independent contractor review.

35% B. Contract Management

1. Prepare and develop professional service contracts, working closely with legal counsel to ensure adherence to appropriate statutes and rules. Follow SIU HealthCare policy for assigned professional services. Review and coordinate procurement agreements for contractual services for SIU HealthCare.
2. Represent Purchasing in negotiating changes to proposed agreements when they do not meet legal and SIU HealthCare requirements. Communicate with University Legal Counsel, the contractor and the department as necessary.
3. Follow established policies and procedures to ensure that contracts are transmitted to the department or contractor in a timely manner. Maintain records of contract dates and renewal options to assure contracts are renegotiated and/or renewed prior to the expiration date. Failure to do so may negatively affect SIU HealthCare if it does not meet its obligations defined in the agreement.
4. Interpret rules and regulations of SIU HealthCare and the University as they relate to contracting. Assure that necessary rules, regulations and legal terms are incorporated into all agreements.
5. Provide guidance to departments and administrators in the preparation of contracts, perform needs assessment to define requirements for contracts, and determine contractual procedures to be used.
6. Maintain a database that will provide management reports of the status of all procurement contracts regarding SIU HealthCare's financial and business obligations caused by approved agreements.
7. Analyze requests for extension or amendments to existing contracts and make recommendations of approval or alternative solutions to management. Participate in planning and negotiating sessions with contractors and departments.

25% C. Prime Vendor Management

1. Manage prime medical vendor outstanding invoices, working with departments to resolve any outstanding invoice issues.
2. Create reports for administration as needed.
3. Work with SIU HealthCare leadership regarding Group Purchasing Options (GPO) plans. Manage contract process regarding GPOs.

SKILLS & ABILITIES REQUIRED FOR THE POSITION

1. Integrity, analytical skills, objectivity, resourcefulness.
2. Working knowledge/experience with contract management life cycle, negotiating contracts and procurement process.
3. Mathematical ability.

4. Ability to work independently, organize work patterns and establish priorities.
5. Ability to communicate effectively in both oral and written formats.
6. Ability to communicate comments, recommendations and terms clearly and concisely.
7. Working knowledge of Word, Excel, Access.
8. Sensitive to the needs of underrepresented minority populations.
9. Knowledge of State laws and University and SIU HealthCare procedures related to contracts and agreements.

RESPONSIBILITY

A. Supervisory Controls – Under the general supervision of the Director of Procurement Services who assigns a broad variety of requisitions and other Purchasing duties. Priorities and deadlines are established independently by position.

B. Guidelines – This position functions under the policies and procedures established within Financial Affairs, the School of Medicine and other State and University guidelines. Controls over the positions shall be written and oral directives according to the statutes and regulations of the Board of Trustees of Southern Illinois University, the policies and regulations of the School of Medicine and the laws of the State of Illinois.

Difficulty

A. Complexity – This position is complex in its requirement of high-level thinking. The volume of contract activity requires this individual to be efficient, timely and flexible in performing functions and be able to adapt to frequently changing priorities.

B. Scope and Effect – This position is responsible for generating purchasing contracts for SIU Medicine. This position works closely with legal counsel, department personnel and SIU Medicine leadership. This individual must exhibit professionalism in attitude and job performance as these characteristics directly reflect upon the department and School of Medicine.

Personal Contacts

This positions requires contact with legal counsel, departments, SIU School of Medicine leadership and outside vendors by phone, email and in person. Contacts with all personnel in the School of Medicine will be to acquire and/or interpret information regarding purchasing contracts and other purchasing functions. Contacts made have a direct impact on the image and reputation of the department and the School of Medicine.

ENVIRONMENTAL, HEALTH AND SAFETY RESPONSIBILITIES

Participates in meetings, trainings and other environmental, health and safety activities as required by SIU School of Medicine.

INCUMBENT _____ DATE _____

REVIEWED AND APPROVED

BY _____ DATE _____

REVIEWED AND APPROVED

BY _____ DATE _____

PHYSICAL AND ENVIRONMENTAL REQUIREMENTS

SIU SCHOOL OF MEDICINE

Incumbent: _____ Classification: **Procurement Officer Specialist**

Position No. (If applicable): _____ Department: **Purchasing-SMS**

WORK ENVIRONMENT: (Check all applicable environments)

<input checked="" type="checkbox"/> Office	<input type="checkbox"/> Hospital
<input type="checkbox"/> Clinic	<input type="checkbox"/> Warehouse
<input type="checkbox"/> Research Laboratory	<input type="checkbox"/> Outdoors
<input type="checkbox"/> Other (Be Specific): _____	

PHYSICAL DEMANDS:	Seldom	Occasionally	Frequently	Constantly	N/A
(Indicate frequency of activity during performance of position duties)	(Performed rarely less than 2% of the time)	(Performed less than 25% of the time)	(Performed 26% to 50% of the time)	(Performed 51% or most of the time)	

(Click on the Physical Demands Definitions button at the bottom of the form for a list of physical demands definitions)

Reading	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Writing	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Speaking	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Close visual acuity	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Travel	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Hearing - Conversation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Hearing - Other Sounds	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Stooping	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Squatting	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Gross hand manipulation	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Fine hand manipulation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Working in dust, fumes, gases, or irritants	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Working at heights	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Working in extreme cold, heat and/or humidity	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Working in close quarters	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Climbing	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Operating motor vehicles	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Sitting	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Standing	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Walking	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Working above shoulder level	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Twisting	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Kneeling	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Pushing or pulling	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Carrying	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Lifting	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Other (Please list): _____	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

I affirm the environmental and physical demands listed on this form are an accurate reflection of the requirements of this position to the best of my knowledge and belief.

I have read, understand and am capable of meeting the physical and environmental demands of this position.

Supervisor Signature _____ Date _____ Supervisor Name _____

Employee Signature _____ Date _____