

M&P OCCUPATIONAL GUIDELINE

JOB FAMILY: SUPPLY MANAGEMENT Level A, Pay Grade 5

LEVEL DEFINITION	This level covers positions responsible for the procurement of goods and services and the coordination of vendor contracts and related business programs.
TYPICAL RESPONSIBILITIES	May include: creating tendering documents (e.g., Request for Proposals) and forms of agreement (e.g., Consulting Services Contract); collaborating with end users and suppliers to ensure proper tender preparation, evaluating tender responses and basic vendor performance.
DECISION MAKING /LEVEL OF ACCOUNTABILITY	Makes decisions regarding acquisitions, and authorizes purchases in accordance within the position's specified University signing authority.
SUPERVISION RECEIVED	Works under general direction within established policies and guidelines. Work is reviewed in terms of conformance to practices.
SUPERVISION EXERCISED	May provide functional instruction to less experienced staff, temporary or student employees.
MINIMUM QUALIFICATIONS	University degree in a relevant discipline. Minimum of one year of related experience, or the equivalent combination of education and experience.

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