

Effective Date: July 1, 2015

PURCHASING AGENT PROGRAM SUPERVISOR

I. DEFINITION

PURCHASING AGENT PROGRAM SUPERVISOR

This is responsible work supervising professional purchasing agents. Positions in this class manage the purchasing activities with responsibility for the development and/or coordination of internal policies and procedures and the provision of senior level purchasing services which involve the most complex commodities and services. Positions may also participate in audits conducted internal to the organizational structure, in addition to representing the department in audits conducted by outside entities; develop and provide training to staff and service users; and monitor and evaluate staff performance. The individuals in this class function independently and have broad latitude in the scope of their decision-making. The work is performed under general supervision. In order to be appropriately classified as a Purchasing Agent Program Supervisor positions must spend the majority of their time on professional Purchasing Agent Program Supervisor duties which are of similar scope, impact and complexity as the representative positions identified below.

Representative Positions:

UW Madison, Business Services, Purchasing Services: Under general supervision of the Associate Director of Purchasing Services, manage the daily operation of the Professional Staff at UW-Madison. This will include but not be limited to: supervising and coordinating duties and actions of Purchasing Agent teams. Responsibilities also include participation in the total quality management program to improve the services offered by the department to UW Madison departments and divisions in order that they may carry out their missions of instruction, research, and public service with a minimum of administrative complexity. This position also performs senior level purchasing services.

II. QUALIFICATIONS

The qualifications required for these positions will be determined at the time of recruitment.

III. RELATED POSITIONS

Purchasing Agent Management Supervisor.