

**University of Nebraska Central Administration**  
**Job Description**

**General Information**

Working Job Title: Sourcing Agent	Job Family: MM Special	Job Code: 49323301
Position Number:	Department Name: Procure-to-Pay	SAP Organization Unit Number:
Employee's Name:	Date of Last Update: 2/13/2023	Title of Supervisor: Senior Sourcing Agent
SAP Personnel #:	Last Updated By: Lynn McAlpine & HR	Name of Supervisor:

**Position Summary**

As a part of the Procure-to-Pay team, this position is responsible for the sourcing, qualifying, negotiating and selection processes involved with the procurement of complex products and services. The Sourcing Agent engages in supplier relationship management and analyzes spend data to make strategic decisions. This position collaborates across the P2P organization and with campus stakeholders located throughout the University. This position requires complex troubleshooting and critical thinking.

**Duties & Responsibilities**

Indicate % of time spent and indicate with an "*" the duties & responsibilities that are essential functions of this job. Arrange this list of duties in order of importance.	% of Time	Essential Functions
<p>Provide customer service to campus community in all phases of procurement function. Process procurement requests, including review of purchases and contract requisitions for competitive requirements, ensuring appropriate procurement policy is followed, and non-competitive purchases are auditable/appropriate. Seek input from Senior Sourcing Agent as needed.</p> <p>Resolve procurement administration problems that arise involving invoicing, delivery, rejecting material, interpretation of terms and conditions, changes in requirements, termination, disputes, etc.</p>	40%	*
<p>Navigate full bidding cycle, work with university departments in the development of scope of work, evaluation criteria, and methodical creation of bids. Analyse bid submissions for financial costs/revenue and facilitate recommendation of award in the best interest of the university. Consult Senior Sourcing Agent as needed.</p> <p>Review and negotiate favorable contract terms for the university in a timely manner. Engage with stakeholders to confirm progress and/or completion, troubleshoot issues or concerns as they arise. Seek input and guidance from Senior Sourcing Agent and Associate Chief Procurement Officer when applicable.</p>	40%	*
<p>Foster effective relationships with suppliers. Manage supplier relationships to ensure compliance with contracts. Represent departments in communicating with suppliers.</p> <p>Drive strategic initiatives to align with the organizational objectives to enhance value, improve service/quality, reduce costs and minimize risk. Analyze savings, revenue opportunities, service and efficiencies; utilize data to prioritize initiatives.</p> <p>Continually seek process improvement - research and evaluate current marketplace trends, procurement methodology, and best practice to increase efficiency and improve performance of procurement functions. Troubleshoot complex procurement situations with minimal guidance.</p> <p>Assist in special projects and completes other duties as assigned.</p>	20%	*

## Zone Definition Factors

### Nature/Complexity of Work

This position requires an individual who works with independence, initiative, strong critical thinking skills, organizational skills and exercises sound judgment in accomplishing the projects assigned. Must be able to function as a team member on projects and collaborate with others, including end users and suppliers outside the department. The employee has access to confidential information. Ability to understand and apply work routines and the ability to apply such routines with minimal interpretation, seeking input as needed. Over time this position develops knowledge of other related work activities within their functional area and determines if circumstances are similar or different when applying knowledge. Must have the ability to move quickly between tasks to keep up with a fast-paced work environment. This position is a resource for helping the procurement team develop procurement strategy.

### Problem Solving/Decision-making

Responsible for independently managing several bids and strategic initiatives at various stages in the process at any one time, and works to accurately apply university, federal, state, policies and procedures in a variety of scenarios and under tight timelines. This position requires a strong ability to read, interpret, and act on data analytics seeking guidance when necessary. Ability to discern when management/director needs to be consulted.

### Strategic Impact

Accuracy in processing is essential to satisfy procurement audit and compliance regulations. Responsible for completing procurement processes in a timely and low risk manner to ensure continuation of business for the university, seeking guidance as needed. Proper procurement procedure is necessary to avoid risks associated with pricing error, cost avoidance, terms and conditions risk and audit and compliance regulations. Effective communication is necessary to avoid incorrect guidance provided to end-users and suppliers. The impact of errors, omissions and inaccuracies may greatly affect day-to-day University business operations.

### Know How

This position demands the ability to take initiative, operate independently, and thrive in a team environment. Demonstrated ability to read, understand and follow typical, standard operating policies and procedures for tasks that are repetitive, clear and specific is essential. Knowledge of relevant procurement policy pertaining to purchasing, the rules and regulations of the University of Nebraska, and the National Association of Educational Procurement ethics guidelines and how to apply them within the work area and beyond is critical. Excellent organizational skills and competence in the application of critical thinking skills and knowledge of how items affect the entire procure to pay process is required. Attention to detail and excellent verbal and written English communications skills are required. Knowledge of basic accounting, marketing, technical and economic expertise. Ability to organize, analyze and evaluate purchase orders and requisitions, manage the purchase negotiations of highly technical, large volume and/or high-cost items. Knowledge of strategic sourcing concepts and practices in procurement.

### Technical Know How

Requires use and knowledge of SAP, IonWave, Jaggaer (eSHOP), and other data tracking systems and be able to explain, verbally and in written form, to end users clearly. Uses data analysis to develop strategic plans. Proficient knowledge of Microsoft Office software required, including the ability to use multiple worksheets.

### Interactions

Establishes strong and positive working relationships with members of the campus community, including university leadership, and suppliers to jointly investigate ways to improve efficiency/effectiveness and to pre-plan future procurement needs. Work with teams within P2P and the procurement staff of peer institutions. The ability to understand and discern when a situation requires elevation to a supervisor/manager/director or guidance from another co-worker is critical. Must be adept at personal interactions where information is given or received to reach a satisfactory outcome.

### Leadership (where applicable)

Help foster positive relationships university-wide. Committed to personal and professional growth and development to support the P2P initiatives of the University of Nebraska.

### Supervision

This position exercises no supervision. This position receives in-direct supervision from the Senior Sourcing Agent.

### Minimum Qualifications

- Bachelor's degree
- Three (3) years' procurement supply chain experience including management of the full strategic sourcing cycle.
- One (1) year experience providing customer service.
- Demonstrated proficiency with Microsoft Office suite and attention to detail

### Preferred Qualifications

- Professional experience working with or in public sector or higher education institution
- Experience with payment processing, sourcing, and/or procurement
- Experience with software related to sourcing, procurement, and/or contracting
- Demonstrated public speaking/presentation skills

*Equivalent combination of education, experience, that provides the required knowledge, skills, and abilities may be considered.*

The ideal candidate has professional experience working in a public sector or an institution of higher education, experience with sourcing, is an agile, self-starter comfortable with attention to detail; an energetic, creative problem solver who can work independently along with the judgment to seek supervision and/or input from others, when necessary, communicate effectively and provide training and assistance one-on-one or in any size group setting.

## Physical Requirements

1. **General Physical Requirements** Indicate the appropriate response for an eight-hour day:

	Circle the appropriate number of hours									<i>Indicate intermittent or constant</i>	
	0	1	2	3	4	5	6	7	8	Intermittent	Constant
Sit							6			_____	X _____
Stand	0	1	2	3	4	5	6	7	8	X _____	_____
Walk	0	1	2	3	4	5	6	7	8	X _____	_____
Drive Motor Vehicle	0	1	2	3	4	5	6	7	8	X _____	_____
Explain											

### 2. THIS POSITION REQUIRES:

	Occasionally (less than 2 hrs daily)	Between 2 - 5 hrs daily	Over 5 hrs daily
Squatting	X _____	_____	_____
Bending	X _____	_____	_____
Kneeling	X _____	_____	_____
Reaching	_____	_____	_____
➤ Overhead	X _____	_____	_____
➤ Forward	X _____	_____	_____
➤ Low	X _____	_____	_____
Twisting	X _____	_____	_____
Crawling	_____	_____	_____
Climbing	_____	_____	_____
➤ Ladder	_____	_____	_____
➤ Stairs	_____	_____	_____
➤ Other	_____	_____	_____
Walking on rough ground	_____	_____	_____
Exposure to changes of temperature/humidity	_____	_____	_____
Exposure to dust/fumes/gases/chemicals	_____	_____	_____
Being near moving machinery	_____	_____	_____
Working from heights	_____	_____	_____

### 3. THIS POSITION REQUIRES EMPLOYEE TO:

	Indicate letter in appropriate Space:			
	LIFT=L Less than 2 hrs daily	CARRY=C Up to 2 hrs daily	PUSH=P Between 2-5 hrs daily	PULL-PL Over 5 hrs daily
11 - 24 lbs	X _____	_____	_____	_____
25 - 49 lbs	_____	_____	_____	_____
50 - 74 lbs	_____	_____	_____	_____
75 - 100 lbs	_____	_____	_____	_____
* Over 100 lbs	_____	_____	_____	_____

\* If the position requires the employee to handle over 50 lbs - please explain

### 4. POSITION REQUIRES USE OF HANDS OR SPECIAL TOOLS/EQUIPMENT FOR:

RIGHT LEFT BOTH

Keyboarding	_____	_____	X
Filing	_____	_____	X
Other Explain:	Operation of a standard office and computer equipment.		

**5. This Position:**

9 REQUIRES ATTENDANCE AT THE WORKPLACE

or

IS ELIGIBLE FOR ALTERNATIVE WORKSITE ARRANGEMENT (request forms required)

**And is considered:**

ESSENTIAL (per inclement weather policy, essential employees are expected to report to and work at their assigned campus worksite)

or

9 NON-ESSENTIAL (able to work from home when the office closes for inclement weather)

## Job Family Zone Questionnaire

**In Each Section, please select one answer that best describes your job:**

**Knowledge Skills and Abilities:**

\_\_\_\_\_ Requires the ability to understand and apply basic job skills, knowledge of several work routines and the ability to apply such routines with minimal interpretation. May possess knowledge of other, related work activities within own functional area. May require the operation of routine equipment/tools. [1]

\_\_\_\_\_ Requires the ability to understand, interpret, apply and communicate information within a specialization and the ability to apply limited analysis in the completion of general functional procedures. May possess knowledge of work activities outside functional area. May require the operation of moderately complex equipment/tools. [2]

x\_\_\_\_\_ Requires the ability to utilize advanced information within a specialization. Within specialization, possesses the ability to assess/ analyze situations and make adjustments to achieve desired objectives. Possesses knowledge of work activities outside functional area. May require the operation of complex equipment/tools. [3A]

\_\_\_\_\_ Requires the ability to apply, integrate and communicate extensive theoretical information within a recognized professional field. Facilitates and/ or establishes the achievement of functional area objectives. Requires knowledge of all related functional areas. May require the operation of highly complex equipment/tools. [3B]

\_\_\_\_\_ Integrates extensive theories and techniques within related or diverse disciplines to achieve results and/ or establish overall strategic directions. Requires wide-ranging administrative and/or specialized knowledge. May require the operation of highly complex equipment/tools. [4]

**Problem Solving/Decision-making:**

\_\_\_\_\_ Decisions/problem resolutions are repetitive and simple and typically guided by standard operating policies and procedures/practices exist. Tasks are clear and specific to a single discipline. [1]

\_\_\_\_\_ Decisions/problem resolutions require gathering/reviewing information from several sources. Simple analysis of facts determines course of action to be taken within the limits of standard operating policies and procedures/practices. Tasks are varied and may cross several disciplines. [2A]

x\_\_\_\_\_ Decisions/problem resolutions require interpretation, discretion and judgment based on precedent or standard operating policies and procedures. Tasks are diversified and may require some creativity in dealing with unprecedented activities. [2B]

\_\_\_\_\_ Decisions/problem resolutions require synthesis/analysis in the use of theories and accepted principles. Programs/projects are governed by broad objectives, policies and/or theories. Requires the use of creativity in dealing with unprecedented activities. [3]

\_\_\_\_\_ Decisions/problem resolutions require analysis and evaluation of major issues and courses of action impacting the overall direction of the functional area(s). Applies broad concepts and experience in making important decisions. May develop recommendations influencing long-term policies related to major organizational plans. [4]

**Interactions:**

Regular contact involves receiving and/or referring inquiries as well as giving or obtaining routine information relating to work being done. Requires the use of common business courtesy. [1]

Regular contact that involves giving or obtaining information as well as occasionally exchanging advice and opinions. Requires the use of common business courtesy, tact, discretion and some persuasion to maintain cooperative associations. [2]

Regular contact that involves exchanging advice and opinions as well as occasionally conveying conceptual ideas of a critical and/or long-range nature. Requires the use of judgment, timing, and persuasion to gain cooperation in the face of differences of opinion or controversy. [3]

Regular contact with major Programs/Teams or individuals. Overriding job requirement involves conveying conceptual ideas regarding matters of critical and long-range nature. Significant requirement for diplomacy, timing, and persuasion to gain concurrence or cooperation on operational issues in the face of significant differences of opinion or controversy. [4]

**Supervision Received:**

Supervised by procedures or by supervisor through periodic monitoring of progress and performance. May have latitude to determine sequence of own work tasks to meet clearly established schedules. [1]

Supervision by procedures or by supervisor through periodic monitoring of progress and performance. Determines sequence of own work tasks to meet established objectives. [2A]

General direction by supervisor by checking on completed tasks. Establishes own work schedule to achieve program objectives. Makes recommendations to superior regarding efficient functioning of program. [2B]

Responsible for conducting specialized assignments or developing programs under only general direction and guidance. [3]

Extensive latitude to work independently in matters that have a broad effect on overall policies, programs and/or areas of specialization. [4]

**Supervision Exercised:**

May provide incidental guidance to others. [1]

Provides functional supervision that is usually limited to assigning/reviewing work or may serve as work team leader. [2A]

Serves as work team leader. Distributes, schedules, and monitors the progress or work tasks of the program or project. May be involved in the recommendation of personnel actions to manager. [2B]

Supervises the work of a project or program that may include hiring, discipline, transfers, promotions, or salary changes within a functional area. May integrate work of two or more programs or one major function/or project. [3]

Establishes performance standards for designated programs and/or areas of specialization. Directs staff to include hiring, discipline, transfers, promotions, and salary changes. [4]

**Impact:**

Actions and decisions in this job are limited to the scope of the job, which primarily affect the immediate work group, but occasionally may extend beyond the immediate work group. Errors reflect unfavorably on the individual and may have an adverse impact on the functional area. [1]

Actions and decisions in this job have an impact which affects the immediate work group and also extends beyond the immediate functional area. Errors reflect unfavorably on the individual and the functional area. [2]

\_\_\_ Actions and decisions in this job have discernible impact to the short-term performance of the Program/Team and exerts some impact to its long-term success. Errors reflect unfavorably on the individual, the functional area, overall business operations and potentially other functional areas. [3A]

\_\_\_ Actions and decisions in this job have significant impact to the short-term performance of the Program/Team and exert an impact to its long-term success. The job exerts a considerable impact on decisions and final results typically affecting either an entire functional area or a major university activity; and may have unique accountability for financial and program or project objectives. Errors effect business operations, services and other individuals which may require special interventions to correct. [3B]

x\_\_\_ Actions and decisions in this job exert broad and continuing impact on the future of one or more functional areas. The job exerts a major impact on decisions and final results affecting a major university activity; and/or has accountability for financial and program/project objectives and overall successes. Errors significantly interrupt business operations, services and potentially both internal and external constituents. [4]

Summary:	Job Family Zone Assignment=	
Authorization:	Name:	Date:
Human Resources	Sheryl Gartner	
Supervisor:	Lynn McAlpine	09/19/2021
Administrator:	Doug Carlson	