

IU Classification Level Guide
Administrative Job Family – Purchasing

Positions in this sub family primarily provide execution, coordination, or management of purchasing / procurement, property / housing, or related functions. To accurately classify a position, specific supporting examples of a position’s primary duties and responsibilities in terms of scope, impact, and complexity should be provided.

Level	1AD	2AD	3AD	4AD
Level Overview	<ul style="list-style-type: none"> • Grandfathered positions may be reclassified to CL / TE / SS support positions when the position becomes vacant. No new positions in this job family will be slotted at this level / grade. • <i>These professional positions are <u>all</u> classified as PAO (Professional Overtime Non-Exempt).</i> 	<ul style="list-style-type: none"> • A professional contributor in purchasing or housing / property management without full authority to deviate from established protocols. • Has good grasp of professional principles and skills. • Knows and effectively uses fundamental concepts, practices, and procedures. • Work is of limited scope, typically on smaller, less complex projects / assignments or providing support for larger projects/ assignments. • Assists in fact finding. • Errors generally are limited to unit operations. • May be first line supervisors, often of support staff. 	<ul style="list-style-type: none"> • Fully competent and productive professional contributor, working independently on progressively more complex projects/assignments. • The work may involve purchasing contract, or housing / property program ownership. <p><i>This is intended by design to cover an <u>extensive</u> span of professional work.</i></p> <ul style="list-style-type: none"> • Responsibilities are of a professional and highly analytical nature. • Jobs may have a high level of accountability. • Errors may have impact beyond operations but normally are caught and / or corrected prior to signification impact. • May train and direct work of junior staff. 	<ul style="list-style-type: none"> • Generally responsible for managing a purchasing or housing / property department or a major related function with significant staff responsibility. <p style="text-align: center;">---OR---</p> <ul style="list-style-type: none"> • Will manage highly complex processes or have diverse and complex responsibilities such as: people or financial management, external relationship development, project / process leadership. <p><i>This must be the primary purpose of the position, not a sporadic assignment. Focus of management is more frequently operational than strategic. The depth of the organizational structure may impact this.</i></p> <ul style="list-style-type: none"> • Frequently contributes to management strategy. • Establishes priorities; assigns functions; maintains quality control. • Provides total management and expert guidance to lower level staff.
Decision Making		<ul style="list-style-type: none"> • Works in compliance with established procedures. Identifies and resolves readily identifiable problems. • Makes decisions within established guidelines and policies. Refers the most difficult situations to supervisor for guidance. • Nature of work requires supervision; exercises limited judgment. • Work typically involves regular process checks or review of output by a coworker and/or supervisor. 	<ul style="list-style-type: none"> • Performs full range of professional level work that typically requires more complex and less clearly-defined issues. • Identifies problems then solutions then takes appropriate action to resolve. • Nature of work requires significant independence. • Receives guidance only on unusual, complex problems / issues. • Typically involves periodic review of output by supervisor / manager. 	<ul style="list-style-type: none"> • Has latitude to make operational/procedural decisions within broadly defined parameters. • Decisions require a high level of judgment. • Guidance from higher management limited to expected outcomes. • Generally requires higher managerial approval for policy and/or fiscal variances.

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Level	1AD	2AD	3AD	4AD
Characteristic Duties		<ul style="list-style-type: none"> • Coordinates purchasing, property / housing, or related processing, receipt, storage / inventory, assignment, and distribution. • Monitors related accounts, allocations, encumbrances, and expenditures. • Identifies and maintains contact with vendors. • Ensures orders specifications and shipment dates are met. • Reviews related licensing or leasing agreements. • May supervise support staff and provide process and / or procedure training. 	<ul style="list-style-type: none"> • Negotiates agreements / contracts / licenses and assesses market trends. • Assesses quality, reliability of source, urgency of need, and other factors then obtains materials / services. • Markets, manages, and enforces intellectual property rights. • May manage a commodity(s) contract / area / program. • May lease, manage, and oversee maintenance of residential and commercial property. • Makes significant and frequent recommendations on policies and procedures. • May supervise staff. 	<ul style="list-style-type: none"> • Provides full operational management of a major purchasing or property / housing or related department. • Sets policies with latitude only generally constrained. Continuously assesses operations and makes needed changes. • Manages all related financial and other resources. • May manage property / real estate analysis, acquisition, sale, and transfer functions. • Approves major exceptions to related policies and procedures. • Exercises full management authority over all professional and support staff.
Minimum Education/ Experience (or equiv)		<ul style="list-style-type: none"> • BS/BA in related discipline. • Combinations of related education and experience will be considered. • Generally 0-2 years of experience in related field. 	<ul style="list-style-type: none"> ▪ BS/BA in related discipline. ▪ Combinations of related education and experience will be considered. ▪ May require professional certification. ▪ Generally 2-5 years of experience in related field. 	<ul style="list-style-type: none"> ▪ BS/BA in related discipline. ▪ Combinations of related education and experience will be considered. ▪ May require professional certification. ▪ Generally 5-8 years of experience in related field.

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Level	5AD	6AD
<p>Level Overview</p>	<ul style="list-style-type: none"> • Typically manages multiple purchasing, housing / property, or related departments. <p style="text-align: center;">---OR---</p> <ul style="list-style-type: none"> • Responsible for a large unit / dept or multiple functions with a mostly strategic focus. <p><i>Focus of management at this grade is more frequently strategic than operational. The depth of the organizational structure may impact this.</i></p> <ul style="list-style-type: none"> • Determine organizational design. • Often makes final decisions on major in-sourcing / outsourcing. • Develops and manages strategic long range plans and budgets for functional areas or significant projects. • Analyzes the effectiveness of and establishes future direction for functional policies and programs. • Aligns policies, products, and development efforts with strategies. • Errors may have significant impact on operations and / or profits within the organization. 	<ul style="list-style-type: none"> • Manages an unusually large university-wide or campus purchasing, housing / property, or related function. <p style="text-align: center;">---OR---</p> <ul style="list-style-type: none"> • Oversees a highly specialized unit, which contributes a high level of strategic importance to the university / campus / Responsibility Center. • Unusually heavy impact on financial and business results on a wide scale. • Establishes broad plans and formulates policies for functional area for the university, campus, or responsibility center. • Accountable for long term strategic and budgetary decisions. • Errors have significant impact on future operations of the organization/campus/university.
<p>Decision Making</p>	<ul style="list-style-type: none"> • Typically involved in, if not the initiator of establishing policies, procedures and practices with major impact. • Has latitude in decision making. • Decision making is based on the analysis of problems with little precedent. 	<ul style="list-style-type: none"> • Decision latitude is wide, minimally constrained by university / campus policies.
<p>Characteristic Duties</p>	<ul style="list-style-type: none"> • Provides senior direction for a large multi-faceted purchasing, property / housing or related organization for a large school or campus. • Focuses on strategic planning and influence versus operational management. • Exercises full and independent authority over all organizational resources, objectives, and programs. 	<ul style="list-style-type: none"> • Exercises all P5 functions but on a larger scale. • May lead the centralized function(s) for the university or campus.
<p>Minimum Education/ Experience (or equivalent)</p>	<ul style="list-style-type: none"> • BS/BA in related discipline. • Combinations of related education and experience may be considered • Generally 5-8 years of experience in related field including managerial experience. May require professional certification. <p style="text-align: center;">---OR---</p> <ul style="list-style-type: none"> • Masters plus three years related experience including managerial experience. 	<ul style="list-style-type: none"> • BS/BA in related discipline. • Combinations of related education and experience will be considered • Generally 8+ years of experience in related field including managerial experience. May require professional certification. <p style="text-align: center;">---OR---</p> <ul style="list-style-type: none"> • Masters plus 5 years related experience including managerial experience.