



**TEXAS WOMAN'S**  
UNIVERSITY™

**DATE ISSUED:** 03/16  
**FLSA:** Exempt  
**PTO:** VCS

## **JOB DESCRIPTION**

### **TITLE**

Manager of Purchasing Services/Assistant HUB Coordinator

### **JOB SUMMARY**

This position is responsible for procurements made by the University, and is responsible for managing all purchasing functions for Procurement Services. Responsibilities include, providing purchasing services and assistance to departments of the University in addition to providing professional leadership and guidance to all areas of the University in making the purchasing process efficient and effective. Work is performed under general supervision and performance is based upon completion of assignments and results obtained. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

### **ORGANIZATIONAL RELATIONSHIPS**

*Reports to:* Director, Purchasing & Contracts/Associate HUB Coordinator

*Supervises:* Buyer I, Procurement Card Coordinator

### **ESSENTIAL DUTIES - May include, but not limited to the following:**

- Responsible for review and enforcement of the TWU purchasing and procurement card policies and procedures.
- Responsible for the procurement of goods and services for the University.
- Ensures compliance with HUB informal bid requirements.
- Manages the review and approval of requisitions and purchase orders within assigned range.
- Coordinates the Purchasing and Accounts Payable functions to insure prompt payment to vendors and proper procurement processes are accomplished.
- Provides on-going customer service and ensures the development of sound working relationships with all campus departments.
- Works with Facilities Management on purchases impacting risk management and facilities support, including emergencies.

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- Works with Property Management on property accountability coding and property control.
- Stays abreast of state and federal laws and institutional changes regarding procurement.
- Advises administration on procedures necessary to enforce policies and changes.
- Responsible for establishing job standards for subordinate staff and effectively evaluating staff under charge. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

### **ADDITIONAL DUTIES**

- Submits reports to various state agencies regarding procurement.
- Attends purchasing related meetings as necessary.
- Assist with annual HUB fairs.
- Attends HUB meetings and functions as necessary.
- Assists with interviewing, hiring and evaluation of personnel for purchasing functions.
- Performs other duties as requested.

### **EDUCATION**

Bachelor's degree in Business Administration or related field preferred. Additional job related experience/and/or education may substitute for the required education on a year-for-year basis. Formal training and/or courses in purchasing operations preferred.

### **EXPERIENCE**

Five years experience in a supervisory role within a purchasing operation. State of Texas purchasing experience preferred.

### **REQUIREMENT**

Regular and reliable attendance at the University during regular scheduled days and work hours is an essential function of this position.

### **KNOWLEDGE, SKILLS, AND ABILITIES - The following are essential:**

- Ability to plan, direct, and evaluate a complex operation, using human resources, time, funds, and other resources for the accomplishment of long-term and short-term goals of the institution.

- Ability to establish and maintain effective work relationships with students, faculty, staff, and the public.
- Ability to provide administrative guidance within area of responsibility, providing direct training and supervision as needed.
- Ability to apply budgetary and fiscal planning techniques within financial constraints.
- Ability to organize work effectively, conceptualize and prioritize objectives and exercise independent judgment based on an understanding of organizational policies and activities.
- Ability to integrate resources, policies, and information for the determination of procedures, solutions, and other outcomes.
- Ability to communicate effectively -orally, by phone, in person, and in writing.
- Ability to use a personal computer and other office equipment, including university related software and email.

### ***PHYSICAL DEMANDS***

The physical demands described in the Essential Duties and below are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

The employee may be required to travel.

### ***WORK ENVIRONMENT***

All employees are responsible for maintaining an environment that is free from discrimination, intimidation, harassment, including sexual harassment. Work is normally performed in a typical interior work environment.

### ***SAFETY***

TWU promotes a safe working environment. Employees are responsible for completing assigned tasks safely and efficiently, and supervisors are responsible for creating and maintaining a safe work environment. Employees must report any unsafe work conditions or practices, as well as any near-miss incidents, to their supervisor and Risk Management. Supervisors and employees should ensure that injury/accident reports are submitted to the Office of Human Resources and Risk Management within 24 hours of the incident.

*The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

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**Employee Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Printed Employee Name:** \_\_\_\_\_

***Texas Woman's University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the differences among persons. Discrimination or harassment of any kind is considered inappropriate.***

***Texas Woman's University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, gender, sex, sexual orientation, ethnic origin, age, veteran's status, or against qualified disabled persons.***

***All positions at Texas Woman's University are deemed security sensitive requiring background checks.***