



**TEXAS WOMAN'S**  
UNIVERSITY™

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

## ***JOB DESCRIPTION***

### ***TITLE***

Manager, Strategic Sourcing & Contracting/Assistant HUB Coordinator

### ***JOB SUMMARY***

Responsible for leading university-wide strategic sourcing initiatives including best-in-class strategic supplier relationship and agreements to leverage annual purchase volume. Collaborates with the Director of Purchasing & Contracts /Associate HUB Coordinator in executing the requirements of the HUB program at Texas Woman's University and the State of Texas. Manages the processing of all formal sealed bidding (RFQ, RFO, RFI, IFB & RFP) opportunities. Learns and applies purchasing rules and practices. Manages the integrity and accuracy-of the master vendor file. Responsible for learning all electronic systems for purchasing, contracts and vendor maintenance. 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:* Procurement Relations Assistant/HUB Assistant and Contract Analyst/HUB Assistant

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

- Manages the processing of RFQ's, RFO's, RFI's IFB's and RFP's including the maintaining of specifications, conducting bid openings and tabulating bid results.
- Manages the review and approval of purchase orders within assigned dollar ranges.
- Supervises the activity of entry to mid-level contract professionals in review and preparation of routing contract documents in accordance with TWU policy
- Manages purchasing contracts for all departments at the University utilizing contract lifecycle management software.
- Works with procurement staff, end users and prime contractors to identify needs and match end users with HUB contractors.

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- Monitors updates to the master vendor file for university and federal compliance.
- Reviews and enforces TWU purchasing policies and procedures.
- Provides professional leadership and guidance to all areas of the University to make the purchasing process efficient and effective.
- Maintains currency through self-directed professional reading, developing, professional contacts with colleagues, attends professional development courses, and attends training and/or courses.
- Interprets and utilizes available contracts such as state and/or other eligible group purchasing options.
- Ensures compliance with HUB bid requirements.
- Stays abreast of state and federal laws and institutional changes regarding procurement.
- Provides support in the development of training programs.
- Assists with establishing comprehensive training in the areas of procurement and HUB.
- Manages all reporting activities associated with HUB participation and projections for internal purposes or for submission to external sources.
- 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**

- Attends HUB meetings and functions as necessary.
- Assists with interviewing, hiring and evaluation of personnel.
- Submits reports to various state agencies regarding procurement & HUB.
- Provides on-going customer service and ensures the development of sound working relationships with all campus departments and vendors.
- Performs other duties as requested.

### **EDUCATION**

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

### **EXPERIENCE**

Five years experience in public procurement, preferably in an institute of higher education. Prior supervisory/management responsibilities. Strong working knowledge Microsoft Excel required. Working knowledge of Oracle financial systems preferred.

### **REQUIREMENT**

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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 student, faculty, staff and the public.
- Ability to provide administrative guidance within area of responsibility, providing direct training and supervision as needed.
- Ability to promote professionalism, a positive work environment, spirit of cooperation and support of coworkers.
- 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 respond to emergency situations in a timely manner.
- 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***

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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.*

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

**Employee Printed 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.***