



DATE ISSUED: 09/18
FLSA: Exempt
PTO: VCS

JOB DESCRIPTION

TITLE

Director for Purchasing and Contracts/Associate HUB Coordinator

JOB SUMMARY

This position is responsible for leading, directing, and developing university-wide sourcing strategies and contract administration initiatives. 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: Assistant Vice President of Procurement & Contracts/HUB Coordinator

Supervises: Manager, Strategic Sourcing & Contracting/Assistant HUB Coordinator,
Manager, Purchasing/Assistant HUB Coordinator

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

- Consults with legal counsel to address legal concerns and/or issues with contracts.
- Maintains appropriate contract and procurement records.
- Manages the integrity and accuracy of the master vendor file.
- Administers and supervises contract monitoring, contract administration & compliance
- Develops and prepares regular reports on the status of contracts
- Perform contract/subcontract review, negotiations and interface with customer/vendor contracting personnel
- Establishes strategic direction and ongoing management of critical activities in support of key sourcing and procurement categories.
- Gathers and interprets complex data and information to produce and submit reports that support recommendations and projects.

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- Evaluates available contracts to determine value to the University and provide direction to community on usage.
- Collaborates with Assistant Vice President of Procurement Services & Contracts to develop and implement appropriate policies, procedures, and internal controls for procurement and contract administration.
- Develops and strengthens partnerships with suppliers while pursuing efficiencies by controlling cost and supporting continuous uninterrupted productivity.
- Prepares contract determinations and responses to vendor protests and inquiries.
- Researches and establishes agreements with cooperative purchasing groups.
- Provides direction regarding meeting and exceeding departmental goals.
- Maintains currency through self-directed professional reading, developing, professional contact with colleagues, attends professional development courses, and attends training and/or courses.
- Stays abreast of state and federal laws and institutional change regarding procurement.
- Provides support in the development of training programs.
- Facilitates meetings for the purpose of identifying appropriate actions, develops recommendations and supports staff involved in Procurement-to-Pay processing across the university.
- Supports coordination with the Purchasing and Accounts Payable functions to insure prompt payment to vendors and proper procurement processes are accomplished.
- 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

- Represents the procurement department in meetings and/or committees with suppliers, government agencies, professional associations and other organizations.
- Attends HUB meetings and functions as necessary.
- Assists with interviewing, hiring, and evaluations of personnel.
- Submits reports to various state agencies regarding procurement and HUB.
- Performs other duties as requested.

EDUCATION

Bachelor's degree in Business Administration or related field. 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

Three 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:

- Knowledge of project management.
- Knowledge of contract management.
- 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 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 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.

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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.

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.