JOB DESCRIPTION

TITLE

Assistant Vice President of Procurement Services & Contracts/HUB Coordinator

JOB SUMMARY

Performs administrative work directing the entire procurement and contract process. Establishes and administers all purchasing, and contracting policies and procedures for the university in compliance with the requirements of the Texas Procurement and Support Services and the Texas Comptroller of Public Accounts as well as all other applicable state guidelines. Formulates, evaluates, and provides data analysis for management reporting. Responsibilities include, on-going development of university procurement and contract reporting. Work is performed under the direction of the Vice President of Finance & Administration and performance evaluation 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:  Vice President for Finance & Administration

Supervises:  Director of Purchasing & Contracts/Associate HUB Coordinator, Senior Financial Systems Analyst and Application Analyst & Training Administrator

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

- Consults with legal counsel to address any legal concerns and/or issues with contract.
- Maintains appropriate contract and procurement records.
- Monitors contractor’s progress and performance to ensure goods and services conform to the contract requirements.
- Verifies accuracy of invoices and authorizes payments consistent with the contract terms.
- Performs contract closeout process ensuring the contract file contains all necessary contract documentation.
- Reviews contracts and leases to discover, identify, treat and limit exposure to loss.
• Coordinate and review the formulation and finalization of contracts as required in coordination with Administration and General Counsel.
• Review all contract/subcontract modifications & proposals for completeness, compliance and accuracy.
• Maintain database for contract management system.
• Notify administration of potential non-compliance that could have an adverse impact on the university.
• Ensure compliance with all State of Texas contract reporting requirements.
• Analyzes documents, data base structure, and management report requirements.
• Analyzes existing systems and procedures for consistency and continuity.
• Works to improve performance in procurement area.
• Assist with testing in development and implementation in production environments ensuring data integrity and system security.
• Assists with testing new software releases and upgrades, implementing or developing computerized accounting systems, and hardware or software troubleshooting.
• Provides on-going customer service and ensure the development of sound working relationships with all campus departments.
• Plans, coordinates, and evaluates short and long range goals for procurement area.
• Prepares monthly, quarterly, and annual reports as required internally and externally by federal and state regulations.
• Oversight of staffing in the procurement and contract component of the Office of Finance & Administration.
• Formulates operating policies and procedures in the procurement and contract areas.
• Interviews, hires, and evaluates personnel for procurement area.
• Interfaces with departments, vendors, Texas Procurement and Support Services, etc.
• Coordinates & evaluates short and long-range procedural needs & goals.
• Administers the University’s HUB program to assure compliance and accurate reporting.
• Responsible for outreach and marketing by attending economic opportunity forums, provides bid information to HUB contractors, administers the mentor-protégé program, assist with HUB certification, and attends HUB coordinator training seminars.
• Establishes and maintains a safe environment for employees under charge.
• Responsible for establishing job standards for subordinate staff and effectively evaluates staff under charge. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

**ADDITIONAL DUTIES**

• Works to improve performance in procurement area.
• Prepares monthly, quarterly, and annual reports as required internally and externally by federal and state regulations.
• Administers the University’s HUB program to assure compliance and accurate reporting.
• Performs other duties as requested.
EDUCATION

Bachelor’s degree in Accounting, Finance, or a related field. Additional years of job related experience may substitute for some of the required education on a year for year basis.

EXPERIENCE

Four years of business supervisory experience, including experience imaging systems, report writing tools, and uniquely statements.

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 coordinate work with other employees, providing direct instruction or supervision as assigned.
- Ability to organize work effectively, conceptualize and prioritize objectives and exercise independent judgment based on an understanding of organizational policies and activities.
- Ability to establish and maintain effective work relationships with students, faculty, staff, and the public.
- Ability to communicate effectively orally, by phone, in person, and in writing.
- Ability to represent the department and University in a friendly, courteous, and professional 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**

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.