

Director, Procurement and Strategic Sourcing

Job Code 50012273

General Description

Responsible for managing the daily operations of purchasing processes through the ERP financial system for acquisition of goods and services as well as efficiently planning, organizing, staffing and managing the Purchasing department.

Examples of Duties

Develops and implements strategic plans, departmental goals, policies & procedures, and the departmental budget.

Manages the daily operations of the purchasing office.

Approves requisitions into purchase orders, the procurement card system and the COOL system.

Develops and implements procedures to streamline the procurement process.

Oversees the assignment of all requisitions with proper USAS codes.

Works with the Director of Contract Compliance to assess bids for department heads.

Responsible for reviewing formal bid tabulations, value assessments, and final award decisions.

Coordinates and performs back-office testing of ERP software.

Works with AIS Competency Center to resolve problems with ERP software.

Generates and maintains required documentation of TPASS compliance.

Represents the University at TPASS forums, professional conferences, procurement seminars, vendor expositions, workshops and meetings.

May organize vendor product show with departments.

Tracks expenditures for the department.

Works with Accounts Payable personnel to ensure compliance.

Ensure compliance with applicable laws, rules, policies, procedures, and statutes.

Prepare departmental and university policies and review Purchasing operating procedures.

Reviews and approves training materials.

Hire, train, supervise and evaluate staff.

Perform other duties as assigned.

Knowledge, Skills, and Abilities

Knowledge of: Federal and state acquisition regulations; university policies and systems; purchasing procedures: USAS codes; ERP software and COOL system.

Skill in: Preparing correspondence and forms, desk manuals, training materials, working as a team member, interacting courteously, directing work of others, prioritizing workload, researching and interpreting federal and state laws, resolving problems.

Ability to: Interpret, analyze and apply policies, reports, laws, state rules, and university policies and procedures; perform basic math; explain policies and procedures; relay instructions, advice and information; conduct training, work under pressure, establish and maintain effective filing system.

Experience and Education

To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge, skills, and abilities.

Other Requirements

Requires certification as a Certified Texas Procurement Manager (CTPM), CTP, CTCD, CPBB, or equivalent after one year of employment.