

Assistant Director, Facilities Procurement and Contract Management

Job Code 50026654

General Description

Oversees facilities purchasing operations and operations of the facilities warehouse by serving as account manager for the facilities warehouse and providing an acquisition strategy for goods and services needed to support facilities and university operations.

Examples of Duties

Develop and implement a measurable program for obtaining goods and services used by facilities and other university customers.

Develop and implement a measurable process for timely, accurate and adequate replenishment of inventory to avoid stock-outs and make the most efficient use of inventory dollars.

Serve as technical advisor to the Director of facilities management on all purchasing and procurement policies.

Develop and execute facilities material and services strategy.

Supervise full-time staff and student employees.

Perform other duties as assigned.

Knowledge, Skills, and Abilities

Knowledge of: Federal and state acquisition regulations; university policies and systems; purchasing procedures: USAS codes; university policies and procedures and Board of Regents rules; faculty and staff rules and regulations; laws, rules, regulations, guidelines and policies related to procurement solicitation and contract execution, management and administration; principals required for contract preparation.

Skill in: Preparing clear, concise, and complete reports; drafting or editing complex procurement solicitations, contract, and agreement documents; establishing a rapport with a variety of customers and vendors; conducting negotiations with vendors regarding proposed contract terms and conditions; coordinating effective management of projects; operating a personal computer and related software.

Ability to: Read and interpret manuals and understand university policy and procedures; read, interpret and respond to university stakeholder or vendor correspondence; Interpret and apply statutes, rules, regulations, and terms and conditions of complex legal documents; perform intermediate math; delegate responsibilities to others.

Educational Experience

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.