

# The University of Texas at San Antonio

## *Job Description*

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Job Title: HUB Program Manager

Code: 19640

Salary Grade: 62

Department/Division: Purchasing & Distribution Services/Financial Affairs

Reports To: Director, Purchasing & Distribution Services

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## *Summary*

**Function:** Manages the University of Texas at San Antonio (UTSA) Historically Underutilized Business (HUB) program. Maximizes opportunities for HUB firms to provide the materials, supplies, equipment and services needed to support UTSA's mission and operations. Establishes administrative policies, structures and procedures necessary for efficient and effective operation and management of the HUB program

**Scope:** Responsible for the UTSA Historically Underutilized Business (HUB) program.

## *Duties*

- Typical:

1. Meet quarterly with the HUB Staff Coordinating Group to provide functional expertise, advice and counsel regarding implementation of all aspects of the HUB program.
2. Establish a marketing and outreach program designed to contact and maintain a continuous liaison with local and regional HUB vendors.
3. Design a program in which HUB vendors are invited to deliver technical and business presentations, including advertisements in appropriate trade publications that target HUBs regarding opportunities to make a presentation.
4. Publicize the goals and objectives of the HUB program by working with chambers of commerce, organizations and agencies that support the advancement of minority-owned businesses.
5. Continually recruit and establish relationships with current and prospective HUB vendors and facilitate the introduction to the purchasing staff and departmental buyers through individual meetings, trade shows, group sessions and sponsored forums.
6. Provide exposure to the HUB program through participation and/or sponsorship at local and regional economic opportunity forums and statewide HUB coordinating groups.
7. Inform the HUB vendor community of the benefits of registration on the Centralized Master Bidders List. Actively participate in encouraging HUB

certification by providing certification assistance to prospective HUB vendors and by working with Texas Procurement and Support Services and other minority certification agencies.

8. Establish an inreach program designed to educate and provide functional expertise to department and division heads who have expenditure authority and their staffs.
9. Develop related guidelines and procedures and recommend institutional strategic and action plans for the effective implementation of the HUB program.
10. Conduct HUB program training class to communicate HUB program goals and objectives.
11. Expand the HUB and Procard websites to include additional tools that will aid the purchasing staff, departmental buyers, and procard holders with the solicitation of HUB vendors.
12. Establish a HUB/Procard User Group that will create a support system for the HUB program, advocate for the utilization of HUB vendors and provide feedback that will enhance the HUB program.
13. Conduct an annual HUB Recognition Award Ceremony that recognizes the individuals and departments that have played a significant role in helping the HUB program achieve success in the utilization of HUB vendors.
14. Meet and work with appropriate UTSA users to facilitate information and use of HUB vendors.
15. Develop and maintain internal and external HUB utilization reporting systems.
16. Develop and monitor HUB subcontracting plans for all contracts with expected value of at least \$100,000 including commodities, professional services, and construction.
17. Establish a system to monitor individual buyer performance as it relates to institutional HUB program goals and objectives.
18. Implement a mentor-protégé program to foster long-term relationships between prime contractors and HUBs and to increase the capacity of HUBs to contract with the state or to receive subcontracts under a state contract.
19. Support HUB vendor participation in UTSA's procurement process. Provide a HUB directory of individuals involved in the purchase of goods and services at UTSA. Assist HUB vendors in the process of paperwork required to do business with UTSA.
20. Prepare monthly metrics to measure the activities of the HUB program. Prepare quarterly, semiannual and annual HUB reports. Maintain records of outreach and inreach activities. Document and display HUB vendor participation in the Procard program.
21. Perform HUB site visits to emphasize UTSA's interest in encouraging HUB participation in the provision of goods and services

- Periodic:

1. Manage the quarterly HUB newsletter and other announcements through UTSA publications as needed.

## *Education*

<b>Required</b>	<b>Preferred</b>
Bachelor's Degree from an accredited university.	N/A

***Other Requirements***

<b>Required</b>	<b>Preferred</b>
Must be willing to travel, to include occasional overnight travel. Attend meetings outside of regular hours and drive to meetings away from the office.	N/A
Criminal Background Check.	
Must have excellent verbal and written communication skills.	

***Experience***

<b>Required</b>	<b>Preferred</b>
Minimum of three years of marketing, purchasing, related community outreach experience or managing a HUB program.  Knowledge of data processing and reporting using data extracts.	Three years of experience managing a HUB program in a higher education setting.  Knowledge of data reporting processes including file uploads, downloads, data filtering and cleansing.  Knowledge of State Object Codes and NIGP Commodity Codes

***Equipment***

<b>Required</b>	<b>Preferred</b>
General office equipment. Experience with Microsoft Word and Excel	Experience with Microsoft Access. Knowledge of ERP systems such as PeopleSoft.

***Working Conditions***

<b>Usual</b>	<b>Special</b>
Normal office environment.	N/A

***Supervision***

<b>Received</b>	<b>Given</b>
Some supervision from Director	Assigned staff

***Accuracy***

Proficiency in all duties performed.
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***Security Sensitive***

Specific job requirements or physical location of some positions allocated to this classification may render the position security sensitive, and thereby subject to the provisions of section 51.215 Texas Education Code.

***Internal Control***

Within the scope of position duties, responsible for seeing that operations are effective and efficient, assets are safeguarded, reliable financial data is maintained, and applicable laws, regulations, policies, and procedures are complied with.