

The University of Texas at San Antonio

Job Description

Job Title: Senior Procurement Specialist
Code: 19648
Salary Grade: 61
FLSA Status: Exempt
Department/Division: Purchasing and Distribution Services/Business Affairs
Reports To: Associate Director of Purchasing

Summary

- Function: To plan, coordinate, and supervise the activities of the Purchasing Office.
- Scope: Responsible for ensuring proper organization and efficient operation in terms of assigned workloads, customer service, and adherence to established procedures and policies.

Duties

Typical:

1. Supervise the overall day-to-day operations of the department, and provide effective leadership, direction, and guidance to Purchasing staff.
2. Coordinate and manage the procurement of goods and services required by the University through various procurement methods in accordance with applicable state laws and codes and University regulations.
3. Provide effective leadership, direction, and oversight for strategic procurements, complex solicitations, high-impact purchases, and other procurement projects; coordinate with and provide direction to departmental subject matter experts and other University stakeholders to ensure effective completion of procurement projects. Provide direction to Purchasing Office staff and departmental personnel regarding specifications, complaints and special issues related to procurement. Represent the Purchasing Office in public meetings and/or when representation is needed for internal University meetings; attend and serve as a representative for the Purchasing Office at external meetings or conferences.

4. Research, draft, and develop complex and strategic scopes of work and specification statements for an unlimited range of goods and services. Ensures that statements of work are closely aligned with performance outcomes and cost estimates.
5. Develops, reviews and amends informal and formal solicitations, Requests for Proposals (RFPs), Request for Qualifications (RFQ), and Invitations for Bids (IFB) in accordance with policies, procedures with University and UT System, and applicable state and federal rules and regulations. Analyzes bids and proposals for responsiveness and responsibility and conformance to specifications.
6. Performs most efficient and economic purchase analysis to identify opportunities for more economical purchases by reviewing requisitions and past purchase reports. Opportunities include consolidating procurements, establishing annual contracts, or opportunities for joint procurements. Conducts evaluations such as price analysis, vendor selection, lease versus buy analysis, operating versus capital lease analysis, sole/single justifications, market surveys, and technical evaluations. Proactively identify process improvement opportunities and support continuous improvement initiatives, including identifying and recommending procurement opportunities to further procurement strategies.
7. Negotiates contracts, costs, terms and conditions including change orders, attends project progress meetings to review contract issues, perform contract administration duties and monitors contract compliance. Coordinates the evaluation for negotiated procurements and recommends contract awards. Prepares award documentation and contractual agreements. Arranges and participates in final inspection and prepares contract closeout documents. Assure effective collaboration with the Business Contracts Office in completion of formal, negotiated procurement agreements; analyze agreements for accuracy and completeness.
8. Utilize tools and systems that promote the creation of long-term contracts, cost savings, cost avoidance, use of Group Purchasing Organizations (GPO), financial rebates and incentives, and value-added additional services by commodity and end-user.
9. Responsible for engaging vendors, appropriate internal stakeholders to advance sourcing initiatives or address service level concerns and communicates progress to internal stakeholders through the sourcing process. Establish and maintain effective business community relations, and function as liaison between University and contractors; provide procurement direction to contractors and other external customers; directly negotiate with contractors in completion of the procurement process.
10. Identifies, develops, and implements broader category sourcing strategies and savings projects for the assigned indirect subcategories within Construction and Facilities to reduce total delivered cost. Develops service level agreements, measures performance via key performance indicators through periodic business reviews for key vendors, and manages vendor relationships within assigned sub-categories. Performs acquisition planning and conducts market research in order to provide full and open competition to the maximum extent practicable

11. Investigates, develops and executes action plans to resolve supply concerns and constraints. Recommends, evaluates and implements quality improvements along with corrective actions where necessary. Effectively communicates updates to internal stakeholders.
12. Abide by the Guiding Principles for UTSA Business Affairs.
13. Perform other duties as assigned.

Periodic:

14. Research and recommend new supply sources to support the efficient delivery of services and equipment.
15. Research and report purchasing information and metrics to Associate Director, and other applicable University representatives; provide data for inclusion in other purchasing-related reports.

Education

Required	Preferred
Bachelor’s Degree from an accredited institution.	Master’s Degree from an accredited institution.

Other Requirements

Required	Preferred
Must possess one of the following certifications within the first 18 months of employment: <ul style="list-style-type: none"> • Certified Texas Purchasing Manager (CTPM); • Certified Purchasing Manager (CPM); • Certified Professional in Supply Management (CPSM); or • Certified Public Purchasing Officer (CPPO). • Texas Contract Management (CTCM) 	Thorough knowledge of University, The University of Texas System, and State purchasing regulations.
Criminal Background Check (CBC).	

Experience

Required	Preferred
Five years of professional purchasing experience, with direct experience drafting, developing, and administering complex, high-level competitive procurements. Must possess demonstrated experience in analyzing complex issues and working with multiple deadlines on time-sensitive projects.	Six or more years of professional purchasing experience.
	Experience in college or university purchasing environment
	Government purchasing experience, particularly experience with Texas agencies.
	Knowledge of Texas Education Code Chapter 51 Subchapter T (Construction and Repair of Permanent Improvements).

Equipment

Required	Possible
Must be computer literate and proficient in the use of office computer software and other standard office equipment.	PeopleSoft or Jaggaer ERP system

Working Conditions

Usual	Special
Typical business office.	Occasional evening and weekend work when required.

Supervision

Received	Given
Virtually self-supervising due to technical knowledge and experience.	Direct or indirect guidance of assigned staff personnel.

Accuracy

High level of proficiency in all phases of the 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.

