

# The University of Texas at San Antonio

## *Job Description*

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Job Title: Procurement Specialist II  
Code: 19651  
Salary Grade: 59  
FLSA Status: Exempt  
Department/Division: Purchasing and Distribution Services/Business Affairs  
Reports To: Associate Director or Senior Procurement Specialist

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## *Summary*

- Function: Provide skilled purchasing knowledge and abilities in performing varied procurement duties within the department.
- Scope: Coordinate and administer procurement projects associated with an unlimited range of goods and services, and independently determine the disposition of routine procurement issues, referring to a superior all non-routine issues.

## *Duties*

- Typical:
  1. Receive and evaluate departmental requisitions, identify potential suppliers, and analyze and select appropriate procurement methods based on established procurement requirements and best value criterion.
  2. Draft and develop standard scopes of work and specifications for an unlimited range of goods and services.
  3. Develop, coordinate, and facilitate Requests for Proposals and formal competitive bids, including conducting pre-proposal and/or pre-bid conferences, conducting evaluations and determining best value, analyzing supplier responses, creating related documentation, and making recommendations for award.
  4. Execute and administer procurement contracts in accordance with applicable procurement regulations, policies, and procedures.
  5. Directly coordinate with appropriate University departments and pertinent contractors at all stages of the procurement process to ensure best value is secured in accordance with all applicable State, System, and University procurement regulations, policies, and procedures.
  6. Confer with and provide direction to departmental personnel regarding specifications, complaints and special issues related to procurement; monitor, investigate and perform problem resolution.

7.	Establish and maintain effective business community relations, and provide procurement direction to contractors and other external customers; assist in negotiating with officials representing various contractors, and function as liaison between University and contractors;
8.	Promote and develop end user understanding of purchasing procedures and processes through training and direct interaction.
9.	Coordinate with the University's Historically Underutilized Business (HUB) Manager to actively promote and positively impact the HUB program.
10.	Maintain proper procurement files and records relating to the purchasing and contracting process.
11.	Perform other duties as assigned.
• <u>Periodic:</u>	
1.	Research and recommend new supply sources to support the efficient delivery of services and equipment.
2.	Assist with, and conduct if necessary, University purchasing training.
3.	Assist with training new personnel.
4.	Identify process improvement opportunities to further procurement strategies.

**Education**

Required	Preferred
Bachelor’s degree from an accredited institution.	Advanced coursework in business administration, public administration, legal studies, or social sciences.

**Other Requirements**

Required	Preferred
Within 18 months of hire, must possess a procurement certification from either the state of Texas, the Institute for Supply Management, or the National Institute for Governmental Purchasing.	N/A
Criminal Background Check. (CBC)	

**Experience**

Required	Preferred
Two years of purchasing experience, with direct experience drafting, developing, and administering competitive procurements. Must possess demonstrated experience in analyzing complex issues and working with multiple deadlines on time-sensitive projects.	Three or more years of competitive procurement experience. Experience working in a public higher education environment or government purchasing environment.

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***Equipment***

<b>Required</b>	<b>Preferred</b>
Must be computer literate and proficient in the use of office computer software, and other standard office equipment.	N/A

***Working Conditions***

<b>Usual</b>	<b>Special</b>
Requires evening and weekend work.	Exposure to electrical equipment.

***Supervision***

<b>Received</b>	<b>Given</b>
General supervision with detailed instruction on certain difficult problems.	None.

***Accuracy***

Exacting accuracy in all phases of the work.
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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.
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***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.
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