

The University of Texas at San Antonio

Job Description

Job Title: Procurement Specialist I
Code: 19652
Salary Grade: 58
FLSA Status: Non-Exempt
Department/Division: Purchasing and Distribution Services/Business Affairs
Reports To: Associate Director or Senior Procurement Specialist

Summary

- Function: Provide proficient purchasing knowledge and skills in performing various standard procurement-related duties within the department.
- Scope: Facilitate procurement projects associated with an unlimited range of standard goods and services, referring to a superior on all non-standard projects.

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. Analyze and develop specifications for an unlimited range of goods, and draft certain scopes of work for review by upper level staff.
 3. Develop, coordinate, and facilitate formal competitive bids, including conducting evaluations and determining best value, analyzing supplier responses, creating related documentation, and making recommendations for award.
 4. Execute and administer purchase orders in accordance with applicable procurement regulations, polices, 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, polices, and procedures.
 6. Confer with and provide direction to departmental personnel regarding development of specifications and standard procurement rules, regulations, and processes.
 7. Provide direction to departmental personnel on routine issues and concerns related to procurement, referring to a superior on all non-routine procurement issues; monitor and investigate issues and assist with problem resolution.

8.	Establish and maintain effective business community relations and provide procurement direction to contractors and other external customers.				
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.				
<ul style="list-style-type: none"> • <u>Periodic:</u> <ol style="list-style-type: none"> <tr> <td>1.</td> <td>Research and recommend new supply sources to support the efficient delivery of services and equipment.</td> </tr> <tr> <td>2.</td> <td>Identify process improvement opportunities to further procurement strategies.</td> </tr> 		1.	Research and recommend new supply sources to support the efficient delivery of services and equipment.	2.	Identify process improvement opportunities to further procurement strategies.
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Education

Required	Preferred
Associates degree from an accredited institution.	Bachelor's degree from an accredited institution.

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
One year of purchasing-related experience. Must possess demonstrated experience in analyzing complex issues and working with multiple deadlines on time-sensitive projects.	One or more years of competitive procurement experience. Experience in a higher education purchasing environment. Government purchasing experience, particularly experience with Texas agencies.

Equipment

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

Working Conditions

Usual	Special
Standard business working hours.	Evening and weekend work.as required. Exposure to electrical equipment.

Supervision

Received	Given
General supervision with detailed instruction on certain difficult problems.	Close and frequent supervision over assigned subordinate personnel.

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.

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.
