

# University of Houston – Clear Lake Position Description

Job Title: **Supervisor, Purchasing & HUB Activities**

Job Code: **3153**

Pay Grade: **040**

FSLA: **EX**

Location: **UHCL**

Retirement Program: **TRS**

## QUALIFICATIONS

	REQUIRED	PREFERRED
Education	Bachelor's degree or equivalent education and experience.	Purchasing degree or Business degree.
Experience	Five years purchasing experience.	Five to seven years of purchasing experience, with progressive supervisory experience.
License/Certification	Certification with the State of Texas or any national purchasing organization.	Certification with the State of Texas.

*This position may be security sensitive requiring a background check of the final candidate.*

## POSITION SUMMARY

Supervise staff of the Purchasing Department. Train subordinate staff, reviewing work for accuracy and conformance to policy. Responsible for procurement of goods services, and materials in various commodity areas in accordance with State and University purchasing policies and procedures. Responsible for providing the skills necessary for obtaining large, complex, and technical products and services. Purchase commodities, supplies, services, and equipment in accordance with State and University purchasing policies and procedures. Conduct purchasing training workshops. Coordinate Historically Underutilized Business (HUB) activities.

Duties and responsibilities

% Time

Supervise, coordinate, and train purchasing staff. Handle major purchases and direct the procurement of materials and services in compliance with duly authorized State and Local purchase regulations. Request additional specifications where needed. Delegate routine procurement responsibility and insure that it is carried out efficiently and expeditiously. Authorize by signature purchase orders and other contractual agreements. Maintain, evaluate and expand reliable initial sources or supply and backup sources to insure delivery. Solicit competitive bids and award contracts on the basis of best value, keeping in mind quality aspects and delivery capacity. Keep desk reference manual up-to-date. Assist in preparation of PBIA (Planning, Budgeting, Implementing Assessing) and long-term strategy. Generate Purchase Orders. Review purchase requests for complete specifications. Verify vendor pricing and select vendors, giving special attention to HUB. Make a documented good faith effort to meet mandated goals in accordance with disparity study. Facilitate use of recycled, refurbished, or environmentally sensitive products. Make documented effort to achieve mandate of purchasing of consumables as recycled. Prepare bids specifications. Analyze bids, giving special attention to HUB. Make awards for all purchase orders in accordance with State and University policies and procedures. Coordinate Historically Underutilized Activities. Liaison between purchasing and UHS for PeopleSoft updates/upgrades.	80
Coordinate information for reports required by State Building and Procurement Actively recruit HUBs to be certified and establish a mentor-protége program.	10

Customer/Vendor Relations. Conduct Purchasing Training programs for University personnel on current University and State procedures. Assist in active recruitment of certified HUBs. Establish and maintain effective working relationship with vendors, faculty, staff. Follow-up with vendors on problem orders. Serve on Shared Governance Committees. Attend meetings at General Services Commission and other agencies as required.	10
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*This position description describes the general qualifications, duties and responsibilities of work being performed.*