

JOB INFORMATION

Effective Date	7/26/2022
Job Code:	3155
Job Title:	Assoc. Dir, Procurement/Contract Administration
Salary Grade/Structure:	060 - Admin-Professional
Career Level Name:	M1 - First Level Manager
FLSA Name:	Exempt
EEO Code:	10-Exec, Admin, Mgmt
Job Function:	Supply Chain
Job Family:	Procurement
Job Summary	The Associate Director is responsible for independent evaluation and negotiation of contracts, ensuring that the appropriate State of Texas and University of Houston System (UHS) guidelines are adhered to. The role interfaces UHS Office of Legal Affairs and the Office of Contracts Administration.

COMPETENCIES

Competencies

Please refer to the UHCL Human Resources webpage for UHCL core competencies for all eligible job levels.

QUALIFICATIONS

Education

Education Level	Education Details	Required/Preferred	
Bachelor's Degree	Degree in Business Administration, Public Administration, or a related field.	Required	
Master's Degree	Degree in Business Administration.	Preferred	

Work Experience

Experience	Experience Details	Required/Preferred	
Some	Minimum five years of experience with Purchasing and Accounts Payable System within large organizations; Contracts, Purchase Orders, and Payment processes. Experience with Purchase & Contract Negotiations and Proposal Evaluations.	Required	
Progressive	Experience in Higher Education or a State Agency. Experience with PeopleSoft system.	Preferred	

Licenses and Certifications

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Preferred	
	Certified Texas Contract Manager or Certified Texas Contract Developer or nationally recognized procurement certification program.		Required	

Knowledge, Skills and Abilities

KSAs	Proficiency
• Knowledge of State of Texas rules for procurement and contracting.	Proficient
• Able to use relevant information and individual judgment to determine whether processes comply with laws, regulations, or standards.	Proficient
• Knowledge of HUB program, rules and regulations.	Proficient
• Experienced in PeopleSoft, Excel and Word.	Proficient
• Develop and implement procurement instructions, policies and procedures.	Proficient
• Communicating with departments and vendors to convey information effectively.	Proficient
• Must have good organizational and analytical skills.	Proficient
• Diplomacy to deal with vendors, university departments, and staff.	Proficient
• Ability to offer innovative ideas to develop creative ways to solve a problem.	Proficient
• Judgment and decision making to apply policies to real situations.	Proficient

JOB RESPONSIBILITIES

Campus Security Authority

Remote Work Capable

Essential Functions

Essential Function	% TIME
• Plan, organize, advise and direct contracting services for UHCL campuses, ensuring that we comply with all federal, state, and local laws and policies and purchasing thresholds.	20%
• Monitor and work collaboratively with UHS Legal Affairs to provide completed contracts for University departments.	20%
• Maintain executed copies of contracts, bids, and other valuable original documents.	10%
• Recommend improvements for purchasing processes and contracting that increase efficiency, increase departmental support, shorten delivery timelines, and/or save purchasing costs.	10%
• Coordinate and perform complex and highly responsible purchasing activities including detailed analyses of contract terms and conditions, verifying vendor insurance coverage, ensuring that departments understand the contract and agree to own its subtending business decisions.	20%
• Analyze and track competitive bids, with special attention to HUB requirements.	5%
• Develop analysis of existing contract work flow and suggest improvements to increase customer satisfaction.	5%
• Proactively manage/train procurement staff and departments on legal, regulatory, supply chain news and changes, and/or vendor performance breach standards that could impact them, assisting in developing alternate strategies.	5%
• Other related duties as assigned.	5%

PRE-EMPLOYMENT

MVR:	Yes
Criminal History:	Yes
Physical Exam:	No

Hearing Exam:	No
Pulmonary Function Test:	No

PHYSICAL DEMANDS/WORKING CONDITIONS

Office and Administrative Support

Physical Demands

Physical Demand	N/A	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			
Sitting					X	
Lifting		X				
Carrying		X				
Pushing		X				
Pulling		X				
Climbing		X				
Balancing		X				
Stooping		X				
Kneeling		X				
Crouching		X				
Crawling		X				
Reaching		X				
Handling			X			
Grasping			X			
Feeling		X				
Talking					X	
Hearing					X	
Repetitive Motions				X		
Eye/Hand/Foot Coordination				X		

Working Environment

Working Condition	N/A	Rarely	Occasionally	Frequently	Constantly
Extreme cold		X			
Extreme heat		X			
Humidity		X			
Wet		X			
Noise			X		
Hazards		X			
Temperature Change		X			
Atmospheric Conditions		X			
Vibration		X			

Travel Requirements

Estimated Amount	Brief Description