

JOB INFORMATION

Effective Date	10/21/2021
Job Code:	2106
Job Title:	Executive Director, Auxiliary and Procurement
Salary Grade/Structure:	080 - Admin-Professional
Career Level Name:	
FLSA Name:	Exempt
EEO Code:	10-Exec, Admin, Mgmt
Job Function:	Supply Chain
Job Family:	Procurement
Job Summary	Reporting to the Associate Vice President, Finance. Provide support and management oversight for a diverse group of revenue-generating auxiliary enterprises that directly support student life, the UHCL community, and its academic mission of student success. Responsible for the strategic implementation and directing of the day-to-day activities of Auxiliary services programs, including university cafeteria, student dining, catering, campus stores, etc. Assist and support areas of procurement, contract administration, and accounts payable while meeting the needs of the institution in its mission of education and research.

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	in Business related field or equivalent education and experience.	Required	

Work Experience

Experience	Experience Details	Required/Preferred	
Considerable	Minimum of five (5) years of progressively responsible procurement and/or accounts payable, or general business accounting-related experience. Experience with automated purchasing and accounts payable systems.	Required	
Less than 3 yrs	Experience in a state of Texas higher education institution. Prefers some experience with the PeopleSoft system.	Preferred	

Licenses and Certifications

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/Preferred	
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Knowledge, Skills and Abilities

KSAs	Proficiency
• Thorough general business management knowledge.	Skilled
• Excellent written and oral communication skills.	Skilled
• Must have good organizational and analytical skills.	Skilled
• Ability to identify and leverage people, process and technology to achieve transformation.	Skilled
• Experience with automated purchasing, accounts payable, travel and financial systems.	Skilled

JOB RESPONSIBILITIES

Campus Security Authority

Remote Work Capable

Essential Functions

Essential Function	% TIME
<ul style="list-style-type: none"> Oversee, plan, organize and direct the processes and operation of auxiliary functions, interpret contract terms in Auxiliary Services agreements, and identify entrepreneurial opportunities for continuous business development, process improvement, and operating margin growth via strategic initiatives and application of new technologies. Define and utilize key performance indicators to monitor and track each auxiliary function's performance as well as the aggregate performance of the Auxiliary Services (e.g., customer service, efficiency, financial performance, pricing) for UHCL. Prepare and provide monthly/quarterly financial reporting for auxiliary functions and operating results. 	50%
<ul style="list-style-type: none"> Prepare and direct the implementation of administrative policies, procedures and systems to carry out departmental service-oriented objectives and UHS policies. Collaborate with UHS stakeholders to understand and optimize investments in technologies and processes. Maintain pace with national industry standards and best practices, models and maintain standards of excellence. Participate in UHS wide community relations and improvement efforts, and professional associations. 	25%
<ul style="list-style-type: none"> Work with and train staff to establish and maintain strategic vendor partnerships and alliances that provide increased value and efficiency ensuring compliance with all purchase orders and contracts. Define and utilize key performance indicators to monitor and track each functions within auxiliary, procurement and payable on a quarterly basis. Ensure accurate and timely reporting of state and federal procurement and auxiliary reconciliation and reporting. 	20%
<ul style="list-style-type: none"> Performs all other 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