

Sul Ross State University Position Description

Official Title: Director of Purchasing **Salary Group:** Unclassified (5) **Job Code:** 1410

Summary

Function: To manage the proper procurement of goods and services required by the University in accordance with State of Texas statutes and regulations as well as Texas State University System and Sul Ross State University policies.

Scope: Responsible for the procurement of supplies, equipment and services required by the University while ensuring compliance with Texas statutes, State Comptroller regulations, Texas State University System, and Sul Ross State University policies.

Duties

Typical: Receives and screens departmental purchase requisitions to determine the proper method of processing. Supervises, prepares, processes, and awards local bid invitations. Supervises, prepares, and processes State Comptroller purchase requisitions. Serves as HUB Coordinator for the University and as such, reports and communicates HUB program activities to the University President and appropriate state agencies. Maintains current vendor catalogs for product information. Manages the University's P-Card system. Verifies that all purchase orders and/or contracts have appropriate and complete documentation. Advises and directs departmental personnel on available goods and services based on experience and product knowledge. Remains abreast of changes in regulations and/or policy. Ensures that proper reconciliations are performed between goods ordered and received as well as goods ordered and invoiced. Responsible for maintaining the purchasing module of the IA Banner Finance Software and as such provides training to system users. May serve on university task forces or committees as needed. Oversees the University mail services department. Other duties as assigned. Responsible for personal safety and the safety of others; must exercise due caution and practice safe work habits at all times.

Supervision

Received: Reports to the University Vice President for Finance and Operations.

Given: Supervises a clerical staff of six (Includes 2 in Mail Services), may also supervise student assistants.

Education

Required: Bachelor's Degree in Business or Public Administration.

Preferred: Master's Degree in Business or Public Administration.

Experience

Required: Five years progressively responsible procurement experience.

Preferred: Some of all experience gained at a Texas state-supported university or agency. Experience with automated purchasing systems.

Equipment and Skills

Required: Excellent communications, management, and supervisory abilities. Ability to work effectively with other departments as well as vendors. Good working knowledge of technology including computers and other standard office equipment.

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Preferred: Certified in Texas Procurement processes and standards. Good working knowledge of the IA Banner Finance administrative software.

Working Conditions

Usual: Normal office conditions; exempt from overtime provisions. Position is Security Sensitive.

Any qualifications to be considered in lieu of stated minimums, require the prior approval of the Human Resources Director.

Date Revised: June, 2009