

# The University of Texas at San Antonio

## *Job Description*

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Job Title: Procurement Specialist III  
Code: 19650  
Salary Grade: 60  
FLSA Status: Exempt  
Department/Division: Purchasing Services/Business Affairs  
Reports To: Associate Director or Procurement Specialist

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## *Summary*

To provide advanced supervisory skills in performing varied and difficult purchasing duties within the department. Lead, coordinate and administer procurement projects associated with an unlimited range of goods and services, and independently determine the disposition of standard and non-standard procurement issues.

## *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. Draft and develop detailed scopes of work and specifications for an unlimited range of goods and services.
3. Administer and direct strategic procurements and discretionary and non-discretionary competitive bids, including conducting pre-proposal and/or pre-bid conferences, conducting evaluations and determining best value, analyzing supplier responses, creating tabulations and related procurement documentation and making recommendations for award.
4. Execute procurement contracts in accordance with applicable procurement regulations, policies and procedures.
5. Directly coordinate with appropriate staff, various University departments, UT System (as applicable) 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, policies and procedures.
6. Confer with and provide direction to departmental personnel regarding specifications, complaints and special issues related to procurement; and monitor, investigate and perform problem resolution.
7. Establish and maintain effective business community relations, and provide procurement direction to contractors and other external customers; assist in negotiating with officials representing various contractors; and function as liaison between University and contractors.
8. Provide leadership, direction and training to lower level procurement staff.

9. Promote and develop end user understanding of purchasing procedures and processes through training and direct interaction; and assist with, and conduct if necessary, University purchasing training.
10. Coordinate with the University's Historically Underutilized Business (HUB) Manager to actively promote and positively impact the HUB program.
11. Maintain proper procurement files and records relating to the purchasing and contracting.
12. Perform other duties as assigned.

Periodic:

1. Research and recommend new supply sources to support the efficient delivery of services and equipment.
2. Oversee training of new procurement staff, including leading new staff through entire procurement processes, such as bid development, pre-bids and the evaluation/award process.
3. Assist with researching and developing necessary procurement data and the submission of required procurement reports.
4. Proactively identify process improvement opportunities and support continuous improvement initiatives, including identifying and recommending procurement opportunities to further procurement strategies.

***Education***

<b>Required</b>	<b>Preferred</b>
Bachelor's Degree from an accredited institution.	Master's degree from an accredited institution.

***Other Requirements***

<b>Required</b>	<b>Preferred</b>
Within 18 months of hire, must possess one of the following certifications: <b>Institute for Supply Management</b> Accredited Purchasing Practitioner (A.P.P.) Certified Purchasing Manager (C.P.M.) Certified Professional in Supply Management (CPSM) <b>National Institute of Government Purchasing</b> Certified Public Purchasing Buyer (CPPB) Certified Public Procurement Officer (CPPO) NIGP Certified Procurement Professional (NIGP-CPP) <b>State of Texas</b> Certified Texas Purchaser (CTP) Certified Texas Contract Manager (CTCM) Certified Texas Purchasing Manager (CTPM) Certified Texas Contract Developer (CTCD)	N/A

Thorough knowledge of University, The University of Texas System, and State purchasing regulations.	
Criminal Background Check. (CBC).	

***Experience***

<b>Required</b>	<b>Preferred</b>
Three years of purchasing experience, with direct experience drafting, developing and administering competitive procurements.	Four or more years of competitive procurement experience.
Must possess demonstrated experience in analyzing complex issues and working with multiple deadlines on time-sensitive projects.	Experience working in a public higher education purchasing environment or government purchasing environment, particularly experience with Texas agencies.

***Equipment***

<b>Required</b>	<b>Preferred</b>
Must be computer literate and proficient in the use of office computer software and other standard office equipment.	PeopleSoft or Jaggaer ERP system.

***Working Conditions***

<b>Usual</b>	<b>Special</b>
Remote work environment.	Occasional evening and weekend work when required.

***Supervision***

<b>Received</b>	<b>Given</b>
Largely independent with direction on new or difficult projects.	May directly or indirectly supervise support staff.

***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.
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### *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.