

The University of Texas at San Antonio

Job Description

Job Title: E-Procurement Specialist
Code: 19653
Salary Grade: 59
FLSA Status: Exempt
Department/Division: Purchasing and Distribution Services
Reports To: HUB Program Manager

Summary

- Function: Provide advanced supervisory skills in performing various complex duties in support of Purchasing sourcing initiatives and the University's E-Procurement system.
- Scope: Responsible for implementation, training, and ongoing maintenance of the Purchasing E-Procurement system and associate purchasing contracts, including the establishment of strategic sourcing contracts, and non-standard and standard purchases of goods and services.

Duties

- Typical:
 1. Facilitate procurement solicitations and contract negotiations to establish strategic contracts and procurements for other departmental purchase requests, to include drafting and completing scopes of work and specification statements.
 2. Develop, implement, and maintain Strategic Sourcing contracts, and coordinate preferred supplier contracts with the E-Procurement system, to include punch-out and hosted catalogs.
 3. Proactively manage supplier relationships to obtain best value. Source the appropriate suppliers to support the delivery of services and equipment, develop new supply sources, and analyze supplier responses and quotes.
 4. Confer with departmental personnel concerning specifications, complaints and special problems pertaining to procurement; establish and maintain internal/external vendor relations; and monitor, investigate, and perform problem resolution.
 5. Review and document departmental processes and workflow, coordinate business processes with the E-Procurement system; analyze appropriate data and create and maintain required reports.
 6. Establish and maintain global item master procurement lists and hierarchies.

7. Proactively identify process improvement opportunities and support continuous improvement initiatives, including identifying and recommending procurement opportunities to further procurement strategies.
 8. Analyze spending patterns and recommend best value initiatives to leverage campus purchasing power, and utilize technological and training resources to direct departmental purchasing toward preferred suppliers.
 9. Develop and maintain E-Procurement training plans and process manuals, and assist in the deployment of purchasing training and documentation to the University community.
 10. Provide to the Purchasing Office and departmental buyers direct support on the E-Procurement system, and serve as the Purchasing Office liaison with other University ERP stakeholders, agencies, and contractors.
- Periodic:
 1. Confer with departmental personnel concerning specifications, complaints and special problems pertaining to procurement; prepare specifications and research product information.
 2. Perform standard bidding processes to include receiving and analyzing departmental requests, and determining and completing the best procurement method.

Education

Required	Preferred
Bachelor’s degree from an accredited institution.	Bachelor’s degree in Business Administration, Public Administration, Political Science, Legal Studies, or a related field.

Other Requirements

Required	Preferred
Criminal Background Check (CBC).	N/A

Experience

Required	Preferred
Two years professional purchasing experience.	Two years experience working with ERP-based E-Procurement tools.
Two years of direct experience utilizing a purchasing ERP system.	
Experience developing and conducting procurement-related training.	
Experience developing and maintaining workflow processes and procedures.	

Equipment

Required	Preferred
Must be computer literate and proficient in the use of office computer software and standard office equipment.	N/A

Working Conditions

Usual	Special
Requires evening and weekend work.	Exposure to electrical equipment.

Supervision

Received	Given
General supervision with detailed instruction on certain difficult problems.	None.

Accuracy

Proficiency in all phases of the duties performed.

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.

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.