

Executive Director of Procurement

Title Details

Title Information

Classification Executive Director of Procurement

Grade NC

Working Title

FLSA Status Exempt

Position Class Code 1M180 (E1)

Full Time Part Time Full Time

Educational and Experience Requirement Bachelor's degree in Business Administration or a related field. Seven years of experience in State Purchasing and inventory control or experience in a related field. Experience in a state institution of higher education is desirable. A combination of education, experience, and training that would produce the required knowledge and abilities could be considered.

Nature & Purpose of Position Oversees the procurement of goods and services for Sam Houston State University. Reviews quotes and keeps up-to-date and accurate purchasing and inventory records. Oversees Property/Inventory, Accounts Payable, Mail Services, and the Sam Houston Press.

Primary Responsibilities Directs and supervises all purchases and procedures from state and local funds for the University. Approves purchase requisitions from departments. Confers with departments on purchasing and Banner procedures and guidelines. Develops, implements, improves, and incorporates processes and new ideas. Advises staff on purchasing, payments, and fixed assets regulations. Oversees the administration of purchasing office personnel. Coordinates purchase of equipment, and other items leased or rented. Works with Historically Underutilized Business (HUB) Coordinator to ensure small business and minority reports are completed for State reporting. Works with PCard Administrator on operations, policies, and procedures. Coordinates with Architects, Facilities Planning Director, and various committees for new construction and major renovations and supervises the procurement of furnishings and equipment for these projects. Works with the Property Coordinator on surplus sales. Performs other related duties as assigned.

Other Specifications Works with other departments including University Administrators, Deans, Directors, Faculty, and Staff of all areas within the University. Must have knowledge, skills, and abilities to communicate effectively orally and in writing. Ability to work independently and make decisions within the framework of broad goals and objectives. Ability to develop and maintain effective working relationships with Administrators, Deans, Directors, Faculty, Staff, System personnel, vendors, Texas Comptroller of Public Accounts, and other state and higher education agencies. Position requires

strong organizational skills, including the ability to plan, prepare, and compile detailed data. Working knowledge of Banner financial modules to include Procurement and Fixed Asset Modules. Requires the ability to interpret policies and laws as they relate to the Procurement function of the University.

This position may be designated as a Campus Security Authority (CSA).

Supervision Given and Received

Works under the minimum direction of the Associate Vice President and Controller and provides supervision in the areas of Procurement, Property/Inventory, Accounts Payable, Mail Services, and the Sam Houston Press.

Hours per week**Work schedule****Pass Message****Fail Message**

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