

**TEXAS STATE TECHNICAL COLLEGE
JOB DESCRIPTION**

Title: Director Purchasing & HUB Coordinator
Reports To: Chief Financial Officer
Position Code: DPIC
Department: Business Office
EEO Type: PR

Effective Date: 11-01-94
Revision Date: 01-30-04
Pay Grade: H
FLSA: Exempt
ORP Elig: Y

A. General Description:

The Director Purchasing & HUB Coordinator is responsible for purchasing and HUB functions in compliance with State regulations: effective planning, developing and maintaining modern and economical purchasing methods and procedures for procurement of materials, supplies and equipment; and the reporting of HUB purchases and other reports to the respective state entities as required by the State Legislation.

B. Duties and Responsibilities:

a. Essential Functions

Plan, direct and coordinate work of the Purchasing and HUB functions

Coordinate special programs for assigned campus (HUB, TIBH, Recycle, etc.)

Prepare encumbrance reports monthly

Responsible for fiscal year closing reports

Advise school officials regarding policy/procedures

Research, analyze and coordinate best value on commodities and services used campus wide (i.e. cell phone, copiers, etc.)

Review and evaluate commodities and services specifications, conduct bid openings and evaluate bid responses

Prepare required reports and provide services to HUB vendors (i.e. HUB forums, assist with state minority vendor certification)

Perform Purchasing and HUB training to college community

Oversight of procedures for processing requisitions according to state, federal and grant rules

Maintain the Purchasing web page

Responsible for staying abreast of Purchasing and HUB rules and regulations

Advise staff of the correct interpretation of current Purchasing, HUB policies and procedures

Perform Contract Administration

Responsible for all Purchasing and HUB reports

Maintain Unit Action Plan for department

Assist in registration

Work on special projects

Perform research as to authority to purchase items, policies, procedures, etc.

Responsible for supervision of personnel in assigned departments

b. Other Responsibilities

Performs other related duties as assigned.

C. Working Conditions:

Sedentary: Desk work; occasional field trips e.g. for College or program activities. Insignificant effort other than normal movement. Minimal Hazard/Exposure: Standard office setting. At least minimal environmental controls to assure health and comfort.

D. Required Qualifications:

Considerable experience in the large scale purchasing of a wide variety of goods, involving direct contact with vendors scales representatives and other agency representatives.

E. Minimum Requirements of Education and Experience:

Bachelors Degree in Business Administration of related field from an accredited college or

university.

Prefer CPA.

Five years of related experience and knowledge of source, prices, purchasing methods and procedures, specifications writing, and purchasing laws and policies as established by the State and department of which assigned and must maintain effective working relations with vendors, representatives and associates.

Approved _____
Supervisor