



DATE ISSUED: 05/09
FLSA: Exempt
PTO: VCS

JOB DESCRIPTION

TITLE

Coordinator, Purchasing

JOB SUMMARY

Performs all aspects of procurement in accordance with State and University policies and procedures. Responsibilities include procurement of goods and services for the University, review of departmental requisitions for compliance with State & University purchasing rules and guidelines. Processes all purchase orders for information resources, reviews bids, contracts, and requests for proposals, and other pertinent documents for accuracy. Work is performed independently under limited supervision and within general policy standards and performance evaluation is based upon completion of assignments and results obtained. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

ORGANIZATIONAL RELATIONSHIPS

Reports to: Supervisor of Purchasing

Supervises: No supervisory responsibilities

PRIMARY DUTIES - May include, but not limited to the following:

Procures goods & services for the University.

Reviews departmental requisitions for compliance with State & University purchasing rules and guidelines.

Processes all purchase orders for information resources.

Reviews bids, contracts, & requests for proposals, and any other pertinent documents for accuracy prior to disbursements.

Administers the processing of bids, including the disbursements of specifications, conducting bid openings and tabulating bid results.

Coordinates with Facilities Management purchases impacting risk management and facilities support, including emergencies.

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Coordinates deliveries, cancellations and correspondence between departmental users and the supplier.

Enters state term contracts online, which includes verifications of information and appropriate distribution.

Reviews and enforces TWU purchasing policies and procedures.

Prepares renewal contracts each fiscal year.

Assists with all inquiries pertaining to purchasing rules and regulations.

Serves as the back up to the Supervisor, Purchasing in analysis and approval of purchase orders less than \$5,000.00.

ADDITIONAL DUTIES

Attends purchasing related meeting as necessary.

Attends training classes offered by Texas Procurement and Support Services.

Reviews and analyzes existing policies and procedures as compared to other Texas Universities and the State of Texas policies and procedures.

Performs other duties as requested.

EDUCATION

Bachelor's degree in Accounting, Finance, or a related field required.

EXPERIENCE

Minimum of two years of experience in an accounting related field. Higher education or State purchasing experience preferred.

REQUIREMENT

Regular and reliable attendance at the University during regular scheduled days and work hours is an essential function of this position.

KNOWLEDGE, SKILLS, AND ABILITIES - The following are essential:

Ability to plan, direct and evaluate a complex operation, using manpower, time, funds and other resources for the accomplishment of long-term and short-term goals of the institution.

Ability to establish and maintain effective working relationships with students, faculty, staff and the public.

Ability to provide administrative guidance within area of responsibility, providing direct training and supervision as needed.

Ability to apply budgetary and fiscal planning techniques within financial restraints.

Ability to organize work effectively, conceptualize and prioritize objectives and exercise independent judgment based on an understanding of organizational policies and activities.

Ability to integrate resources, policies and information for the determination of procedures, solutions and other outcomes.

Ability to communicate effectively-orally, and in writing.

Ability to perform mathematical calculations and/or verify information accurately.

Ability to represent the department and University in a friendly, courteous, and professional manner.

Ability to use a personal computer and other office equipment.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee must be able to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; talk or hear. The employee must have the ability to occasionally lift and/or move up to 25 pounds. Specific vision abilities include ability to distinguish the nature of objects by using the eye.

WORK ENVIRONMENT

Employees are responsible for performing their duties in an environment that is free from discrimination, intimidation, coercion or harassment, including sexual harassment. Work is performed primarily indoors. The noise level in the work environment is usually low to moderate.

SAFETY

Assists in the creation of a culture of safety and environmental protection by performing work safely in accordance with departmental safety procedures. Operates equipment safely and reports any unsafe work conditions or practice to supervisor.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

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Employee Signature: _____ **Date:** _____

Texas Woman's University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the differences among persons. Discrimination or harassment of any kind is considered inappropriate.

Texas Woman's University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, sex, sexual orientation, or ethnic origin, age, veteran's status, or against qualified disabled persons.

All positions at Texas Woman's University are deemed security sensitive requiring background checks.