



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

JOB DESCRIPTION

TITLE

Supervisor, Purchasing

JOB SUMMARY

This position is responsible for procurements made by the University, supervises all functions of the Purchasing function of the Controller's Office. Responsible for supervising the office in providing purchasing services and assistance to departments of the University. The Assistant Supervisor, Purchasing is the contract administrator for the University and is expected to provide professional leadership and guidance to all areas of the University in making the purchasing process efficient and effective. Work is performed under general supervision and performance 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: Assistant Controller

Supervises: Buyer I

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

Responsible for the procurement of goods and services for the University.

Responsible for the development, review and enforcement of the TWU purchasing policies and procedures. Responsible for submission of reports to various state agencies regarding procurement Insures University compliance with HUB bid requirements. Interviews prospective vendors.

Supervises the review and approval of requisitions and purchase orders. Assists TWU departments in selecting vendors and obtaining bids.

Review of all bid, contract and request for proposal (RFP) specifications for accuracy prior to mailing to potential bidders.

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

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Stays abreast of state and federal laws and institutional changes and advises the Administration on procedures necessary to enforce required policies and changes.
Works with the TWU Accounts Payable function to insure prompt payment to vendors.
Works with Facilities Management on purchases impacting risk management and facilities support, including emergencies.
Works with Facilities Management on property accountability coding and property control.
Attends purchasing related meetings as necessary.
Assists with interviewing, hiring and evaluation of personnel for purchasing function.
Responsible for establishing job standards for subordinate staff and effectively evaluating staff under charge. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

ADDITIONAL DUTIES

Performs other duties as requested.

EDUCATION

Bachelor's degree in Business Administration or related field. Additional job related experience/and/or education may substitute for the required education on a year-for-year basis. Formal training and/or courses in purchasing operations preferred.

EXPERIENCE

Five years experience in a supervisory role within a purchasing operation. State of Texas purchasing experience preferred.

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 work 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 constraints.

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, by phone, in person, and in writing.

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 is occasionally required 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 required by the job include ability to distinguish the nature of objects by using the eye.

WORK ENVIRONMENT

Supervisors are responsible for maintaining an environment that is free from discrimination, intimidation, coercion or harassment, including sexual harassment. Work is performed indoors. The noise level is usually moderate to loud. While performing the duties of this position, the employee may be required to travel.

SAFETY

Supervisors are responsible for the safety of their employees by creating and maintaining a safe work environment. New employees should be provided with safety instruction during the first 30 days of employment and receive, as applicable, annual refresher safety training. Supervisors should operate equipment safely and report any unsafe work conditions or practices to Management or Safety Coordinator. Supervisors should insure that employees work in a safe manner and submit injury/accident reports to the Office of Human Resources within 24 hours of notification.

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.

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

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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.