

Procurement Professional (P2)

Capital Projects and Facilities Procurement

JOB SUMMARY

Under the general direction of the University Director of Capital Projects and Facilities Procurement (CPFP), and/or his/her designee, the University seeks to hire a Procurement Professional (Purchasing Agent I) to support the University's capital program (which includes the Next Generation/UCONN 2000) and facilities procurement by prequalifying design professional services and construction contractors, soliciting competitive bids, and negotiating in an open, fair, and competitive manner. Primary responsibilities of this role includes, but is not limited to, utilize existing policies, procedures, and statutes to support and/or plan, develop and organize all phases of assigned responsibilities for prequalification, bidding, awarding, contracting, and contract administration functions of construction, design professional services, and service maintenance related procurement efforts; receive, process, and approve requisitions and purchase orders for goods and services (within approved authority level); determine most appropriate delivery method of procurement of goods and services in accordance with federal/state statutes and University policies and procedures; assist with and/or prepare and solicit competitive bids from qualified vendors; assist with and/or define and negotiate appropriate terms and conditions on behalf of the University relative to contractual obligations; recommend and/or authorize the purchase of goods and services and ensure the unique needs of the University are being addressed with needs analysis, scheduling, knowledge of local/regional construction industry and market as well as industry trends.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

1. Coordinate all aspects of procurement functions as related to construction, professional services and/or service maintenance; receive requests for goods and services from departments, reviews for accuracy, completeness and compliance in accordance with federal and state statutes as well as University policies and procedures; identifies and follows up to resolve problems, as needed.
2. May develop Requests for Qualifications, Requests for Proposals, and bid documents to solicit competitive bids from qualified design professionals, consultants, general contractors, trade contractors, construction managers, and vendors; assist with contract preparation, and ensure compliance to department and University policies and procedures.
3. Review and authorize purchase orders and change orders within delegated authorized dollar limits for construction services, professional services and/or service maintenance and materials from qualified vendors, contractors, design professionals, consultants, etc. and ensure services are procured in accordance with contract documents, statutes, and University requirements.
4. May assist with the management of the prequalification and selection process for contractors, design professionals and consultants to ensure compliance with regulatory sources and University policy and procedures; including development and maintenance of proper records documenting the selection of contractors as well as a complex filing system.
5. As authorized by the University Director, may assist with negotiations on contract prices, technical requirements, and terms and conditions; issue recommendations for contract and service awards to the Project Engineer/Project Architect/Project Manager.
6. Assist with contract administration functions, monitor design professional and contractor performance ensuring compliance with contract terms including change orders, contractor delay, appeals, claims, liquidated damages, settlements and terminations. Maintain records on contract administration actions and requirements. May assist with evaluation of contractor compliance with contract clauses and initiate corrective actions when issues are identified.

7. Develop and maintain purchasing knowledge in public procurement law, federal and state statutes, environmental and safety issues, and University policies and procedures.
8. Collaborate with University stakeholders to support an effective Supplier Diversity Program, as needed.
9. Prepare narrative and/or informational reports, presentations, and other documents as needed or requested; compiles and organizes information requiring the understanding and evaluation of data sources.
10. May assist with training seminars for faculty and staff pertaining to purchasing policies and procedures within assigned area(s) of expertise.
11. May assist in planning and carrying out related support activities, such as meetings, conferences bid openings, including making all necessary arrangements and coordinating details; attend meetings as required.
12. Perform related duties as required and/or assigned.

MINIMUM ACCEPTABLE QUALIFICATIONS

1. Bachelor's degree and one (1) to two (2) years professional experience in a comparable institutional environment OR an Associate's degree in related field and three (3) to four (4) years professional experience in a comparable environment.
2. Demonstrated knowledge of construction and design professional services procurement.
3. General working knowledge of acceptable procurement practices as applicable to purchasing and delivery methods.
4. Excellent interpersonal skills and the ability to communicate those needs to the contractor/vendor community.
5. Ability to evaluate services and products and analyze data, business and market trends.
6. Experience working with contractors, design professionals, engineers, facility managers, consultants, and/or industry staff to manage expectations, ensure technical compliance and remove barriers.
7. General knowledge in contractor, design professional services, and service maintenance proposal analysis, quality assessment and value analysis.
8. Demonstrated integrity and ability to act without consideration of personal gain and take prompt action in the case of unprofessional and unethical behavior.
9. Strong computer experience using MS Office.
10. Demonstrated ability to develop and maintain constructive, professional relationships with a wide variety of individuals.
11. Dependable transportation and ability to travel.

PREFERRED QUALIFICATIONS

1. Bachelor's degree, preferably in design and/or a construction related discipline.
2. Familiarity with following software applications: HuskyBuy (eProcurement Solution), KFS (Kuali Financial Systems), Oracle Unifier, AssetWorks and/or other commercial planning and project management software.
3. Knowledge of State of CT General Statutes, Federal Regulations, and University Procurement Policies and Procedures as they relate to construction procurement.
4. Experience working with contractors, design professionals, engineers and facility managers.

APPOINTMENT TERMS:

This is a full-time, 12 month permanent positions located at the Storrs campus. Occasional travel to job sites and other campus locations, including UConn Health, is expected.

Search 495296

TO APPLY: Please apply online at www.jobs.uconn.edu to submit a **letter of application, resume and contact information for three (3) professional references.** Screening will begin immediately. Employment of the successful candidate is contingent upon the successful completion of a pre-employment criminal background check. (Search # 495296).