

Procurement Specialist I (P4)

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 Specialist I (Purchasing Agent II) to support the University's capital program (which includes the Next Generation/UCONN 2000) 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 include, but are 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 approve 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 ensures 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. Receive requests for goods and services from departments and determine most appropriate method of procurement in accordance with federal and state statutes as well as University policies and procedures.
2. 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 and materials from qualified vendors, contractors, design professionals, consultants, etc.; ensure services are procured in accordance with contract documents, statutes, and University requirements.
4. Manage the prequalification and selection process for contractors, design professionals and consultants to ensure compliance with regulatory sources and University policy and procedures. Develop and maintain proper records documenting the selection of contractors.
5. Work to identify new and innovative methods and processes to accomplish the design professional and construction procurement tasks while ensuring compliance to State statutes and University policies.
6. In cooperation and coordination with University Planning, Design & Construction Department (UPDC), Facilities Operations, and UConn Health - Campus Planning, Design & Construction (CPDC) create the appropriate prequalification and procurement documents.
7. As authorized by the University Director, conduct 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.
8. 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. Evaluate contractor compliance with contract clauses and initiate corrective actions when issues are identified.

9. Respond to inquiries and requests relating to capital program procurement activities; assist with contractor payment inquiries; and participate in post project completion issues and related issues, as applicable.
10. Train, instruct and/or supervise a team comprised of students and/or lower level staff members, as applicable.
11. Develop and maintain purchasing expertise in business and procurement law, federal and state statutes, the Uniform Commercial Code, environmental and safety issues, and University policies and procedures.
12. Conduct training seminars for faculty and staff pertaining to purchasing policies and procedures within assigned area(s) of expertise.
13. Collaborate with University stakeholders to support an effective Supplier Diversity Program.
14. Prepare reports, presentations, and other documents.
15. Attend meetings as required.
16. Perform related duties as required.

MINIMUM ACCEPTABLE QUALIFICATIONS

1. Bachelor's degree in related field and four (4) or more years of related professional experience in a comparable environment procuring related goods and services OR an Associate's degree in related field and at least six (6) years professional experience in a comparable environment. An equivalent combination of education and/or experience may be substituted for the degree and years requirement for the Purchasing Agent 2 position.
2. General working knowledge of acceptable procurement practices as applicable to purchasing and delivery methods, strategies and trends in local, regional and national construction industries, and federal and state statutes.
3. Ability to analyze data, business and market trends and recommend solutions.
4. Excellent interpersonal skills and the ability to communicate those needs to the contractor/vendor community.
5. Experience working with contractors, design professionals, engineers, consultants, facility managers, and staff including the ability to evaluate services and products to determine technical compliance and resolve discrepancies.
6. Working knowledge in contractor and design professional services proposal analysis, commodity forecasting, quality assessment and value analysis.
7. Demonstrated integrity and ability to act without consideration of personal gain and take prompt action in the case of unprofessional and unethical behavior.
8. Strong computer experience using MS Office.
9. Demonstrated ability to develop and maintain constructive, professional relationships with a wide variety of individuals.
10. Dependable transportation and ability to travel.

PREFERRED QUALIFICATIONS

1. Bachelor's or an advanced degree preferably in design and/or a construction related discipline.
2. Strong background in construction procurement and demonstrated knowledge of contracting, construction scheduling, and construction methods, as well as design professional services procurement and contracting.
3. Demonstrated ability and supervisory skills to train less experienced procurement staff.
4. Familiarity with following software applications: SciQuest (eProcurement Solution), KFS (Kuali Financial Systems), Oracle Unifier, AssetWorks and/or other commercial planning and project management software.
5. Knowledge of State of CT General Statutes, Federal Regulations, and University Procurement Policies and Procedures as they relate to construction procurement.

APPOINTMENT TERMS:

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

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, including one from current place of employment.** Screening will begin immediately. Employment of the successful candidate is contingent upon the successful completion of a pre-employment criminal background check. (Search # 495218).