

Search 496215

Procurement Category Manager (P5) - Revised

(Information Technology and/or Auxiliary Services)

SUMMARY

Under the general direction of the University Director of Procurement Services and/or a designated administrator, the University seeks to hire two Category Managers. The Procurement Services Technology (IT) Category Manager is responsible for the administration and oversight of procurement activities for all IT related goods and services for all University of Connecticut campuses. The Auxiliary Services Category Manager is responsible for the administration and oversight of procurement activities for commodities such as printing services, audio/visual and business services.

JOB SUMMARY

As a senior level Procurement Specialist, the Category Manager is accountable for the performance, oversight, and management of all procurement strategies relating to meeting the needs of the University community. Ideal candidate will possess extensive expertise in the applicable industry and also be familiar with current procurement trends and supply chain strategies. This position will require intimate knowledge of existing University policies and procedures, as well as knowledge and expertise required to manage the bidding and procurement process, negotiation of terms and conditions, creation of strategic plans pertaining to the needs of the University community, oversight of the procurement related goods and services; management of awards for the University community; and also serves as primary liaison between the campus community, Office of the CIO, Procurement Services, and various vendors for all applicable related matters.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

1. Develops and maintains strong market knowledge for current trends, vendor capabilities and changes within the appropriately related landscape (technology, audio/visual, print services, or business services) .
2. Builds strong partnerships with internal stakeholders to identify new opportunities for negotiated cost savings and measure business impact.
3. Is accountable for performing technically difficult and complex tasks and related projects in the procurement and/or sourcing of IT related goods and/or services for the University. Responds to unique issues and unusual situations with responsibility to minimize contractual and/or financial risks to the University.
4. Applies advanced sourcing methodologies to prepare, develop, and establish complex procurement strategies through vendor negotiations and consultation with University officials, project managers and departmental end-users. Provides guidance to stakeholders and colleagues on a number of sourcing and contractual issues.
5. Acts on behalf of the University Director and/or Associate Vice President & Chief Procurement Officer as delegated regarding matters of consequence including administrative and financial management,

tracking and reporting. Manages the coordination and production of procurement compliance reports involving high-level interactions with internal and external departments and vendors.

6. Serves as a primary liaison between the vendors and University community for all relevant procurement matters regarding federal and state statutory requirements and the University's policies and procedures. Communicates effectively with vendors, campus community and senior management regarding sourcing options.
7. Directly supervises, oversees and reviews work of professional, clerical and/or student support as assigned; determines and delegates work assignments to most effectively meet department/unit needs; trains and develops staff as needed.
8. Is responsible for the review and approval of designated commodity related procurement documentation and works with assigned contract specialist on resulting contracts that are released and published by Procurement Services' personnel, including but not limited to, direct reports. Provides substantiating documentation, as required.
9. Responsible for performing comparative market analysis, assisting with strategic planning and roll out plans, working with logistical issues, developing pricing, dealing with any escalated issues that involve any University vendor/service provider.
10. Authorizes documents, bids/bid results and/or purchase orders within financial management systems according to limits established by departmental procedures.
11. Works closely with Business Analysts to determine appropriate benchmarking platforms, based on designated commodity related initiatives. Ensures and reviews that benchmarking practices are followed within assigned commodity groups.
12. Represents the Procurement Services Department, University Director and/or Associate Vice President & Chief Procurement Officer to all levels of University officials, outside agencies and vendors; attends meetings on behalf of University Director and/or Associate Vice President & Chief Procurement Officer, as designated.
13. Monitors, measures and audits program performance while tracking spend against vendor agreements, contracts and related documents for compliance with State and Federal statutes including Uniform Guidance, and University policies and procedures.
14. Identifies errors, problems and/or issues and takes corrective actions as necessary, including but not limited to advising and documenting work of staff, conducting internal/external audits, and recommending termination of agreements and contracts.
15. Analyzes technical data, i.e. product and pricing information, project manuals, and/or proposals to promote customer satisfaction.
16. Manages vendor performance and compliance to assist with preparation of contracts and/or vendor agreements.
17. Establishes and maintains templates/libraries, as applicable.
18. Responsible for evaluating quality of services and makes recommendations for improvements; implements goals and establishes procedures for contract negotiation services or bidding and subsequent negotiations with vendors.
19. Participates in a variety of procurement related professional development opportunities. Prepares and gives presentations as an active participant in meetings, committees and other forums.
20. Assist the University Director and/or Associate Vice President & Chief Procurement Officer on special projects as directed.

21. May perform all duties defined in the Purchasing Agent series.
22. Performs other duties as required.

MINIMUM ACCEPTABLE QUALIFICATIONS:

1. Bachelor's degree, preferably in Information Technology, Computer Science, Business, or relevant discipline, and a minimum of six (6) years' directly related procurement experience in a comparable environment, or an Associate's degree in a relevant discipline and a minimum of eight (8) years directly related procurement experience in a comparable environment.
2. Knowledge of accepted procurement practices and experience and proven ability to negotiate, administer, and supervise procurement activities and the bidding process.
3. Experience in vendor relationship management.
4. Knowledge and understanding of State and Federal statutes, policies, procedures and guidelines.
5. Demonstrated ability to identify and resolve complex issues, effectively and independently.
6. Strong interpersonal and persuasive skills with the ability to work effectively with all levels of employees across functional teams, as well as with and management.
7. Excellent written and verbal communication skills.
8. Excellent computer skills.

PREFERRED QUALIFICATIONS

1. MBA or advanced degree in related discipline.
2. Knowledge of procurement practices within varied indirect spend categories.
3. Experience with, and knowledge of, automated procurement and/or financial systems (e.g. KFS, Jaggaer) and reporting tools (e.g. Web Focus).
4. Strong supervisory, leadership, organizational, project management and planning skills with the ability to meet deadlines and facilitate solutions in a fast-paced environment.
5. Ability to assess organization's needs, communicate those needs to the vendor community, and evaluate contracts to determine technical compliance.
6. Strong analytical and financial skills.
7. Member of NAEP (National Association of Educational Procurement) or other relevant professional organizations.
8. CPM or CPSM preferred.

APPOINTMENT: This is a full-time position at the Storrs campus but may require regular travel to other regional campuses as needed. The salary will be determined based on successful candidate's experience and training. Department may be able to accommodate a remote or hybrid telecommuting work schedule subject to authorization and University policy.

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 # 496215).

All employees are subject to adherence to the State Code of Ethics, which may be found at <http://www.ct.gov/ethics/site/default.asp>.

The University of Connecticut is committed to building and supporting a multicultural and diverse community of students, faculty and staff. The diversity of students, faculty and staff continues to increase, as does the number of honors students, valedictorians and salutatorians who consistently make UConn their top choice. More than 100 research centers and institutes serve the University's teaching, research, diversity, and outreach missions, leading to UConn's ranking as one of the nation's top research universities. UConn's faculty and staff are the critical link to fostering and expanding our vibrant, multicultural and diverse University community. As an Affirmative Action/Equal Employment Opportunity employer, UConn encourages applications from women, veterans, people with disabilities and members of traditionally underrepresented populations.

Date Revised: 2/28/20