

## **THE UNIVERSITY OF WYOMING JOB DESCRIPTION**

This is a description of a staff position at the University of Wyoming not a job opening announcement. Look for current job openings at the following link: [UW Human Resources](#).

*The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.*

**Title:** SENIOR PROJECT MANAGER, PROCUREMENT

**Reports To:** Designated Supervisor

**UW Job Code:** 7336

**UW Job Family:** 33 – Management Support

**SOC Code:** 13-1023

**FLSA:** Exempt

**Pay Grade:** 25

**Date:** 6-28-21

### **JOB PURPOSE:**

Provide a critical and strategic role within the procurement/strategic sourcing department by identifying and implementing complex procurement strategies which improve the overall strategic sourcing effort, program adoption and project management for the university. Provide overall project and task management for all solicitations and collects information as needed, guide both department and procurement agents as this position and agents evaluate proposals/quotes based on offering quality, cost, or other criteria and recommend suppliers that are best suited to meet the university's requirements. Identify and implement opportunities for future tactical buying operations, such as strategic contracts, negotiations, consolidation leverage, the procure-to-pay financial system, and new e-procurement catalogs.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Manage the daily operational procurement-related sourcing tasks, such as creating specifications, open award bids and/or contracts, and monitoring contract compliance for the purchasing buyer team.
- Provide senior-level expertise on special purchasing projects, as assigned with authority from supervisor.
- Provide project management and oversight to key procurement areas, including:
  - Identify and negotiate new strategic contracts for the university, including creating business cases and using data analysis to ensure resulting savings
  - Act as expert-level support for challenging end-user questions/issues from the financial management system. Train procurement employees to answer basic end-user questions and resolve basic end-user issues.
  - Oversee all bids and the bid/quote process at UW (RFPs, RFQs, etc.), acting as a resource for questions/advice from other buyers.

- Act as senior functional lead on the purchasing module of the financial software system, which includes having knowledge of other modules affected by the purchasing module. Participate in testing all quarterly maintenance of financial management software.
  - Identify and negotiate new e-procurement catalog vendors in the financial system, working closely with executive business analyst team on problem resolution and testing.
- Evaluate, assess and employ purchasing-related process improvements; monitor each project's progress and ensure resources are effectively utilized, including maintaining cost-effectiveness records/data on procurement projects.
- Provide senior leadership and project direction; act as a coach or mentor to employees in the unit.
- Coordinate implementation and system development lifecycle of business process improvements related to procurement and the financial system.
- Provide problem resolution including working through barriers and meeting or modifying deadlines with reasonable time management and little to no supervision as determined by assigned supervisor(s).
- Determine and establish appropriate sourcing guidelines for various solicitation and commodity types with consideration to applicable Federal, State and University policies and procedures.
- Regularly conduct department, supplier, and category-specific spend analysis to identify opportunities for cost savings through the consolidation of contracts, strategic negotiations, leveraging, and the issuance of competitive solicitations.
- Advance and optimize the utilization of the WyoCloud Procurement modules to maximize potential financial and resource savings. This includes advanced testing and knowledge of other related modules.
- Consult end-user departments to determine the most appropriate acquisition strategy based on a variety of complex decision factors that may include commodity, budget, timeline, frequency, and readily available existing contracts.
- Identify and assess business process improvement opportunities including but not limited to: strategic sourcing, cooperative purchasing, supplier pre-qualification, performance-based contract awards and public-private partnerships.
- Provide procurement support for long-term, complex projects such as property acquisition, capital construction, public-private partnerships and other high-impact essential areas.

### **SUPPLEMENTAL FUNCTIONS:**

- Represent the program on committees and at meetings, conferences, and events as required.
- Keep abreast of federal and state purchasing regulations.
- Perform other special projects and duties, as assigned.

### **COMPETENCIES:**

- Collaboration
- Conflict Management
- Integrity
- Negotiation

- Service Orientation
- Technical/Professional Knowledge

## **MINIMUM QUALIFICATIONS:**

Education: **Bachelor's degree**

Experience: **At least 5+ years of work-related purchasing experience.**

Required licensure, certification, registration or other requirements: **Preferred CPPB, CPPO, CPP, CPSCM, ISM or comparable.**

## **KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of:

- Senior level project management.
- Advanced Procurement to Payment functions.
- University and GAAP accounting procedures.
- Life-cycle cost and data analysis techniques.
- Research methods and techniques.
- Federal, State, and University policy interpretation and implementation regarding bid procedures.
- Customer service methods, techniques and practices.
- Dispute settlement methods and techniques.
- Solicitation development based on research and provided information.
- Current knowledge of Industry trends across a wide variety of categories.
- Ability to identify and support departmental needs.
- Advanced application of spreadsheets and databases.
- Organizational and prioritization methods for planning.

Skills and Abilities to:

- Monitor project work.
- Manage complex projects to meet multiple and conflicting project timelines.
- Determine labor/equipment costs on complex capital projects.
- Provide project leadership.
- Mentor and coach.
- Executive-level oral and written communication skills.
- Interpret and improve processes, flow charts and schematics.
- Test new software and reporting system applications and recommend purchases and standards.
- Investigate and analyze complex information and draw comprehensive conclusions.
- Analyze purchasing requests/orders for compliance with institutional procedures, Federal regulations and the Wyoming state procurement code.
- Document and maintain business processes.

- Interpersonal skills and the ability to work effectively with a wide range of constituencies in a diverse community.
- Evaluate procurement bids in accordance with established criteria.
- Prepare solicitations in compliance with Federal, State and University policies.
- Maintain accurate and complete records.
- Use independent judgment to manage and impart confidential information.
- Resolve customer complaints and concerns.

**WORKING CONDITIONS:**

No major sources of discomfort, standard office environment.

Authorized by Classification/Compensation, Human Resources

Employees may be requested to perform job-related tasks other than those specifically presented in this description. Participating in the University's hazardous waste minimization program is part of the job of each employee who uses (or may come in contact with) hazardous materials. Fair Labor Standards Act (exempt/non-exempt) is designated by position. University of Wyoming actively supports Americans with Disabilities Act and will consider reasonable accommodations.