

## **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:** PROJECT MANAGER, PROCUREMENT

**Reports To:** Designated Supervisor

**UW Job Code:** 3977

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

**SOC Code:** 13-1023

**FLSA:** Exempt

**Pay Grade:** 23

**Date:** 1-4-20

### **JOB PURPOSE:**

Provide a key role within the procurement/strategic sourcing department by supporting the strategic sourcing effort, program adoption and project management for the university. Provide overall project and task management for all department RFPs/RFQs/bids and collect bid or other information as needed, guide department buyers as this position and buyers evaluate proposals/quotes based on offering quality, cost, or other criteria and recommend suppliers that are best suited to meet the university's requirements. Oversee and provide program management for tactical buying operations, such as strategic contracts, the procure-to-pay financial system, and setting up new e-procurement catalogs.

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

- Manage the daily operational procurement-related buying tasks, such as initiating bid 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:
  - 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 primary functional lead on the purchasing module of the financial software system, which includes knowing other modules affected by the purchasing module. Participate in testing all quarterly maintenance of financial management software.
- Set up key new e-procurement catalogs in the financial system, working closely with executive business analyst team on problem resolution and testing.
- Evaluate, assess and recommend resources for the purchasing-related projects/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 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 as determined by assigned supervisor(s).

### **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 4 years of work-related purchasing experience.**

Required licensure, certification, registration or other requirements: **None**

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

Knowledge of:

- Project management.
- Purchasing functions.
- University accounting procedures.
- Cost and data analysis techniques.
- Research methods and techniques.
- University policy interpretation and implementation regarding bid procedures.

- Customer service methods, techniques and practices.
- Dispute settlement methods and techniques.
- Bid development based on research and provided information.
- New products and developments in area of expertise.
- Departmental needs in area of buying function.
- Advanced techniques in spreadsheets and databases.
- Organizational and prioritization methods for planning.

Skills and Abilities to:

- Monitor project work.
- Manage projects to meet multiple and conflicting project timelines.
- Determine labor/equipment costs on projects.
- Provide project leadership.
- Mentor and coach.
- Effective oral and written communication skills.
- Interpret processes, flow charts and schematics.
- Test new software and reporting system applications and recommend purchases and standards.
- Investigate and analyze information and draw conclusions.
- Analyze purchasing requests/orders for compliance with institutional procedures and the Wyoming state procurement code.
- Document work in progress.
- 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 bids, requests for quotes, and proposals in compliance with University business policies and the Wyoming procurement code.
- 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.