

## PURCHASING SPECIALIST/MANAGER

### Function of Job:

Under general direction of chief USNH purchasing administrator, provide overall support and management for daily operations of purchasing department, including conducting solicitation processes and proposal analysis; overseeing and participating in contract negotiations; supervising staff; developing, administering, and monitoring contracts; and assisting with development of departmental and USNH policies and procedures.

### Characteristic Duties and Responsibilities:

1. Plan, manage, negotiate, and award major procurement of goods and services for the University System as assigned.
2. Increase USNH procurement cost efficiencies and savings by analyzing price proposals, analyzing expenditures utilizing financial reports and other related data.
3. Hire, train, supervise, and evaluate staff as assigned.
4. Ensure compliance with USNH policies and procedures and State and Federal regulations as required.
5. Review and interpret vendor contracts for accuracy and completeness and establish existence of required insurance documents and bonds when applicable.
6. Establish and maintain vendor partnerships to meet current and future USNH needs.
7. Process purchase orders for USNH campuses up to authorized delegation.
8. Provide training regarding purchasing policies and procedures to USNH community as assigned.
9. In consultation with Director, develop and implement purchasing process improvements.
10. Maintain records, documentation, and reports as required.
11. Resolve problems and complaints and vendor grievances regarding purchasing activities.
12. Work with departments and campus purchasing offices to provide diversity in vendor recruitment and sourcing.
13. Act on behalf of Director during Director's absence in areas assigned by Director.
14. Serve on committees and special projects as assigned.
15. Perform related duties as assigned.

### Minimum Qualifications:

1. Bachelor's degree in Business or related area and five years of purchasing experience, including one year of supervisory experience.
2. Computer skills as required by department.
3. Effective organizational and interpersonal skills.
4. Knowledge of State and Federal government acquisition policies/guidelines.
5. Extensive knowledge and experience in purchasing practices and techniques, including negotiation skills and contract preparation.

### Additional Desirable Qualifications:

1. Certified Purchasing Manager (CPM) certification.
2. Knowledge of contract law and administration of contracts in higher education or other public or governmental agency.
3. Purchasing experience in higher education.

1-2-07

System Approval

11-13-06

Effective Date

This document is a generic classification specification of the University System of New Hampshire. Its purpose is to describe the representative responsibilities and general level of complexity, and it is not a substitute for the specific job description of the individual position.