

**JOB INFORMATION**

Effective Date	3/19/2024
Job Code:	5728
Job Title:	Procurement Specialist II
Salary Grade/Structure:	190 - Support Staff
Career Level Name:	
FLSA Name:	Non-Exempt
EEO Code:	40-Clerical and Secretarial
Job Function:	Supply Chain
Job Family:	Procurement
Job Summary	The Procurement Specialist II is responsible for coordinating the purchase of assigned commodities and services. Reviews requisitions and purchase orders for accuracy, completeness, and compliance with applicable regulations and policies. Maintains the procurement process to include solicitation requirements. Responsible for maintaining Historically Underutilized Business (HUB) Progress Assessment Reports (PARs) as required.

**COMPETENCIES**

Competencies

Please refer to the UHCL Human Resources webpage for UHCL core competencies for all eligible job levels.

**QUALIFICATIONS**

Education

Education Level	Education Details	Required/ Preferred	
Associate's Degree	in Business or related field from an accredited institution OR equivalent combination of education and experience	Required	
Bachelor's Degree	in Business or related field from an accredited institution	Preferred	

Work Experience

Experience	Experience Details	Required/ Preferred	
Some	Minimum of three years of purchasing, word processing, and database experience	Required	
Less than 3 yrs	Experience using MS Office (Word, Excel, Power Point and Outlook)	Required	
Some	Minimum of four years of experience using an automated purchasing system, reviewing and negotiating commercial or Higher Education orders or contracts	Preferred	
Less than 3 yrs	Purchasing experience using PeopleSoft System	Preferred	

## Licenses and Certifications

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Preferred	
	Certification with State of Texas, Certified Texas Purchaser, or a national purchasing organization		Required	

## Knowledge, Skills and Abilities

KSAs	Proficiency
<ul style="list-style-type: none"> <li>Excellent interpersonal and communication skills to provide superior customer service when interacting with coworkers, all university departments and external customers.</li> </ul>	Skilled
<ul style="list-style-type: none"> <li>Computer literacy with Microsoft products (particularly Excel and Word). Knowledge of PeopleSoft.</li> </ul>	Skilled
<ul style="list-style-type: none"> <li>Relevant and progressive general procurement knowledge. Advanced skills in identifying, acquiring, accessing, positioning and managing resources an organization needs or potentially needs.</li> </ul>	Skilled
<ul style="list-style-type: none"> <li>Ability to work independently and manage time well working in a close and fast-paced team environment with a group of diverse co-workers with varied levels of experience and different backgrounds. Ability to handle multiple tasks, prioritize duties under stress, meet deadlines and maintain a high degree of accuracy.</li> </ul>	Skilled
<ul style="list-style-type: none"> <li>Ability to review and process purchasing requisitions in accordance with applicable statutes, regulations, and policies.</li> </ul>	Skilled
<ul style="list-style-type: none"> <li>Ability to write and /or facilitate statements of work and requests for proposal for goods and services.</li> </ul>	Skilled
<ul style="list-style-type: none"> <li>Ability to demonstrate an understanding of the needs and cycles of a busy higher education environment.</li> </ul>	Skilled

## JOB RESPONSIBILITIES

- Campus Security Authority
- Remote Work Capable

## Essential Functions

Essential Function	% TIME
<ul style="list-style-type: none"> <li><b>Purchase Order Processing:</b> Creates purchase orders in PeopleSoft purchasing system. Creates purchase orders with review by Associate Director. Prepares and distributes purchase orders. Reviews, verifies, and approves requisitions and purchase order transactions for completeness, accuracy, and compliance with state and university purchasing policies and procedures. Verifies vendor pricing via telephone, formal and informal bids and select successful vendor according to established procedures giving special attention to HUBs. Works with requesting department to make recommendations and corrections where applicable. Works collaboratively with accounts payable to resolve invoice discrepancies. Maintains the procurement process to include solicitation requirements and interpretation of applicable regulations, policies, and statutes. Prepares, analyzes, and negotiates solicitations to include preparation of solicitation document, award and contract initiation. Works with university departments when soliciting price quotations from vendors on items not requiring bidding. Verifies vendor data in database system; develops reports as necessary. Recommends and assists in the implementation of new programs and policies for effective and efficient operations of Procurement Services. Responds to correspondence and other inquires related to purchasing issues. Reviews university departmental requisitions in accordance with applicable statutes, regulations and policies. Researches specifications and vendor performance. Works to expedite orders when needed or inquire with vendor when orders do not arrive. Assists departments with specifications, and advises if State of Texas contracts or cooperative contracts are available.</li> </ul>	45%
<ul style="list-style-type: none"> <li><b>Bid Processing:</b> Prepares bid specifications and bids in accordance with bidding authority. Administers and provides guidance to university staff in preparation and distribution of Request for Proposals (RFP), Request for Qualifications (RFQ), Invitation for Bids (IFB), other types of solicitations and related documents consistent with University procurement, policies and</li> </ul>	25%

## Essential Functions

Essential Function	% TIME
procedures. Analyzes and evaluates requirements for clarity, adequacy and completeness of specification. Recommends revisions to the statement of work or specifications as necessary. Works to achieve working relationships with university departments and external stakeholders, contractors and governmental agencies. Assists departments with specifications, and advises if State of Texas contracts or cooperative contracts are available.	
<ul style="list-style-type: none"> <li>HUB Reporting: Maintains HUB reporting database for PARs and number of bids sent to vendors for state reporting. Reports to state vendor performance on purchases over \$25,000</li> </ul>	25%
<ul style="list-style-type: none"> <li>Performs all other duties as assigned.</li> </ul>	5%

## PRE-EMPLOYMENT

MVR:	No
Criminal History:	Yes
Physical Exam:	No
Hearing Exam:	No
Pulmonary Function Test:	No

## PHYSICAL DEMANDS/WORKING CONDITIONS

### Physical Demands

Physical Demand	N/A	Rarely	Occasionally	Frequently	Constantly	Weight
Standing						
Walking						
Sitting						
Lifting						
Carrying						
Pushing						
Pulling						
Climbing						
Balancing						
Stooping						
Kneeling						
Crouching						
Crawling						
Reaching						
Handling						
Grasping						
Feeling						
Talking						
Hearing						
Repetitive Motions						
Eye/Hand/Foot Coordination						

### Working Environment

Working Condition	N/A	Rarely	Occasionally	Frequently	Constantly
Extreme cold					

Working Environment

Working Condition	N/A	Rarely	Occasionally	Frequently	Constantly
Extreme heat					
Humid					
Wet					
Noise					
Hazards					
Temperature Change					
Atmospheric Conditions					
Vibration					

Travel Requirements

Estimated Amount	Brief Description