

Job Title: Assistant Director III – Purchasing Manager and HUB Coordinator for UNT Dallas

Location: UNT Denton. Employee will be required to travel to UNT Dallas on a regular basis.

Job Summary: This position will report to the Senior Director of Purchasing and Payment Services on the UNT Denton campus. The position is scheduled to transition to UNT Dallas in early 2011 and begin reporting to the Executive Director of Finance and Administration on that campus.

The Assistant Director will provide leadership and management in the effective administration of purchasing services for UNT Dallas and will assist in managing the work processed in Purchasing and Payment Services as part of an interagency agreement between UNT Dallas and UNT Denton. The position will manage all formal procurement processing, purchasing card program and property management for the campus. The position will also serve as the Historically Underutilized Business Coordinator with the responsibility of promoting the utilization of minority and woman-owned businesses as part of the State of Texas HUB Program. The Assistant Director will represent UNT Dallas at various trade shows and events to promote procurement opportunities with vendors in the DFW metroplex.

The position will work closely with the Director of Purchasing, Director of Payments, Associate Director of PPS/Property Manager, Purchasing Card Coordinator, HUB Coordinator and Assistant HUB Coordinator at UNT Denton and the Executive Director of Finance and Administration and other key staff at UNT Dallas. Additionally, the position will collaborate with key staff within the UNT System Administration and UNT Health Science Center as needed to establish business practices that are supportive of the entire University of North Texas System.

Job Description: Key responsibilities include:

- Manages formal bid processing for UNT Dallas. Prepares bid documents, coordinates meetings, site visits and evaluations.
- Manages purchasing contracts for UNT Dallas.
- Manages purchasing card program for UNT Dallas. Insures all established policies and procedures are followed. Completes ongoing reviews of purchasing cards to insure compliance.
- Serves as Property Manager for UNT Dallas. Insures assets are entered and tracked in the university's enterprise information system, manages annual inventory process and disposal of items through surplus. Assists with reporting through State Property Accounting System and supports the Property Manager and Financial Reporting Department for UNT Denton in tracking and reporting of assets.

- Manages HUB program for UNT Dallas, including raising awareness on campus for the utilization of minority and woman owned businesses and outreach to vendors in the DFW metroplex.
- Works with key staff to recommend and develop best practices in procurement for UNT Dallas.
- Assists in the development of the financials system of the enterprise information system (PeopleSoft) used by the UNT System. Participates in testing and strategic planning.
- Assists in providing training to employees at UNT Dallas as needed.
- Assists in representing UNT Dallas at various outreach events as requested.