

Employer:	University of North Texas
Job Title:	Assistant Director – Purchasing
Job Type:	Permanent Employee
Job Status:	Full Time
Salary Range:	\$3,777.50/month
Job Location:	Denton, TX
Relevant Work Experience (Time):	2 - 5 yrs
Relevant Work Experience (Education/Position):	Executive (SVP, VP, Dept Head, etc)
Education Level:	Bachelor's Degree
Job Description:	<p>Department Overview</p> <p>The UNT Purchasing and Payment Services Department (PPS) includes the areas of Purchasing, Accounts Payable, Travel, Historically Underutilized Business outreach, Receiving and Surplus. PPS provides service to the UNT System, UNT Campus and vendors. Additional information about the department is available online at http://pps.unt.edu.</p> <p>Job Summary</p> <p>The Assistant Director of Purchasing is responsible for the oversight and management of the Purchasing and Payment Services Section of (PPS), as well as advanced purchasing work necessary for the success of the purchasing team. This role ensures responsible purchasing, auditing of purchase transactions, reporting, overall management of the day-to-day activities in the Section, as well as other fiscal control duties. Work is highly compliance driven and must be completed in accordance with state laws and regulations, federal laws and regulations including those of the IRS, and in compliance with University policies and procedures.</p> <p>Bachelor's Degree in related field and four years of professional related experience; or any equivalent combination of education, training and experience.</p>

Job Description

The Assistant Director of Purchasing provides management over purchasing duties in the Purchasing and payment Services Department (PPS) in order to procure goods and services necessary for the operation of the University's teaching, administrative, support and research functions. The incumbent will act as a manager over daily processing and for some formal bid processing. The position will work directly with other departments at UNT, UNT Dallas, and the UNT System Administration. Additionally, the Assistant Director will act as a backup for some contract processing.

- * Supervises and monitors Purchasing Teams to ensure purchases are handled in an expedient, efficient, and compliant manner, proper purchasing controls are exercised, and other fiscal employees, campus departments, and vendors receive excellent customer service.
- * Reviews Purchasing and Payment Services procedures regularly to ensure work is being conducted in an efficient manner while adhering to all regulations and accounting controls.
- * Interprets and is responsible for knowledge of state laws and UNT accounting system policies and procedures, trains Purchasing Services staff in applicable rules and laws, and implements changes as needed.
- * Provides assistance and guidance to campus departments in difficult purchasing situations, and handles special request items to the best benefit of the University in compliance with established procedures and best business practices.
- * Resolves encumbrance-related problems associated with Purchasing entries and coordinates year end processes in EIS to ensure all Purchasing related items are cleared prior to end of the fiscal year.
- * Oversees the preparation and distribution of various purchasing reports required by the State and the University and ensures they are filed by the required deadline.

In addition, the successful candidate will possess the following qualities and skills:

- * Proficiency in Microsoft Office Word and Excel.
- * Ability to contribute to a positive work environment by working collaboratively with a large number of co-workers while maintaining a positive attitude.
- * Ability to provide exceptional customer service to a large number of customers.
- * Ability to represent the University with professionalism, tact and diplomacy at all times.

Minimum Qualifications

Bachelor's Degree in related field and four years of professional related experience; or any equivalent combination of education, training and experience which provides the following knowledge, skills, and abilities:

- * Thorough knowledge of University policies and procedures related to functional area (or ability to rapidly assimilate).
- * Thorough knowledge of Texas rules and regulations related to functional area (or ability to rapidly assimilate).
- * Ability to plan and conceptualize and make sound business decisions.
- * Strong presentation skills.
- * Strong problem solving skills.
- * Strong critical thinking skills.
- * Ability to communicate effectively with diverse populations verbally and in writing.
- * Ability to develop and maintain effective working relationships.
- * Ability to work independently.
- * Knowledge of safety and security precautions appropriate to work performed.

Preferred Qualifications

Bachelor's Degree in related field and four years of professional related experience; or any equivalent combination of education, training and experience which provides the following knowledge, skills, and abilities:

- * Thorough knowledge of University policies and procedures related to functional area (or ability to rapidly assimilate).
- * Thorough knowledge of Texas rules and regulations related to functional area (or ability to rapidly assimilate).
- * Ability to plan and conceptualize and make sound business decisions.
- * Strong presentation skills.
- * Strong problem solving skills.
- * Strong critical thinking skills.
- * Ability to communicate effectively with diverse populations verbally and in writing.
- * Ability to develop and maintain effective working relationships.

	<p>* Ability to work independently.</p> <p>* Knowledge of safety and security precautions appropriate to work performed.</p> <p>Special Instructions to Applicants</p> <p>Submit cover letter, resume and list of five professional references with online application.</p> <p>Must be able to operate a computer and various office-related equipment.</p> <p>UNT is an AA/EOE/ADA.</p>
Position Number:	100436
Contact Person:	Human Resources
Contact Email:	noemails@jobelephant.com
Employer Web Site:	http://apptrkr.com/140347