Procurement Category Manager
(Information Technology)
UCP IX

JOB SUMMARY
Under the general direction of the University Director of Procurement Services and/or a designated administrator, the Procurement Services Technology (IT) Category Manager is responsible for the administration and oversight of procurement activities for all IT related goods and services for all University of Connecticut campuses, including UConn Health in Farmington, CT.

As a senior level Procurement Specialist, the Technology (IT) Category Manager is accountable for the performance, oversight, and management of all procurement strategies relating to the IT needs of the University including, but not limited to hardware, software, peripherals, support/consulting services, and other general IT related needs in support of the University community. Ideal candidate will possess extensive IT industry subject matter expertise and also be familiar with current technology, procurement trends and supply chain strategies. This position will require intimate knowledge of existing University policies and procedures, as well as knowledge and expertise required to manage the bidding process, negotiation of terms and conditions, creation of strategic plans pertaining to the needs of the University community, oversight of the procurement of goods and services; management of awards for the University community; and also serves as primary liaison between the campus community, Office of the CIO, and Procurement Services, and various vendors for all IT related matters.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

1. Develops and maintains strong market knowledge for current IT trends, vendor capabilities and changes within the technology landscape related, but not limited to, IT hardware, software, peripherals, IT support/vendor consulting services and enterprise solutions.
2. Build strong partnerships with internal stakeholders to identify new opportunities for negotiated cost savings and measure business impact.
3. Is accountable for performing technically difficult and complex tasks in the procurement and/or sourcing of IT related goods and/or services for the University. Responds to unique issues and unusual situations with responsibility to minimize contractual and/or financial risks to the University.
4. Applies advanced sourcing methodologies to prepare, develop, and establish complex procurement strategies or complex contracts through vendor negotiations and consultation with University officials, project managers and departmental end-users. Provides guidance to stakeholders and colleagues on a number of sourcing and contractual issues.
5. Acts on behalf of the University Director and/or Associate Vice President & Chief Procurement Officer as delegated regarding matters of consequence including administrative and financial management, tracking and reporting. Manages the coordination and production of procurement or contract compliance reports involving high-level interactions with internal and external departments and vendors.
6. Serves as a primary liaison to the vendors and University community for IT related matters regarding federal and state statutory requirements and the University’s policies and procedures. Communicate effectively with vendors, campus community and senior management.

7. Directly supervises, oversees and reviews work of professional, clerical and/or student support as assigned; determines and delegates work assignments to most effectively meet department/unit needs; trains and develops staff as needed.

8. Is responsible for the review and approval of IT related procurement and contractual documentation that is released and published by Procurement Services’ personnel, including but not limited to, direct reports. Provides substantiating documentation.

9. Responsible for performing comparative market analysis, assisting with strategic planning and roll out plans, working with logistical issues, developing pricing, dealing with any escalated issues that involve any University vendor/service provider.

10. Authorizes documents, contracts bid results and/or purchase orders within financial management systems according to limits established by departmental procedures.

11. Works closely with Business Analysts to determine appropriate benchmarking platforms, based on IT related initiatives. Ensures and reviews that benchmarking practices are followed within assigned commodity groups.

12. Represents the Procurement Services Department, University Director and/or Associate Vice President & Chief Procurement Officer to all levels of University officials, outside agencies and vendors; attends meetings on behalf of University Director and/or Associate Vice President & Chief Procurement Officer, as designated.

13. Monitors measure and audit program performance while tracking spend against vendor agreements, contracts and related documents for compliance with State and Federal statutes including Uniform Guidance, and University policies and procedures.

14. Identifies errors, problems and/or issues and takes corrective actions as necessary, including but not limited to advising and documenting work of staff, conducting internal/external audits, and recommending termination of agreements and contracts.

15. Analyzes technical data, i.e. product and pricing information, project manuals, and/or proposals to promote customer satisfaction.


17. Establishes and maintains templates/libraries, as applicable.

18. Responsible for evaluating quality of services and makes recommendations for improvements; implements goals and establishes procedures for contract negotiation services or bidding and subsequent negotiations with vendors.

19. Participates in a variety of procurement related professional development opportunities. Prepares and gives presentations as an active participate in meetings, committees and other forums.

20. Assist the University Director and/or Associate Vice President & Chief Procurement Officer on special projects as directed.

21. May perform all duties defined in the Purchasing Agent series.

22. Performs other duties as required.
MINIMUM ACCEPTABLE QUALIFICATIONS:

1. Bachelor’s degree, preferably in Business, Information Technology, or appropriate discipline, and a minimum of seven (7) years professional experience in procurement of materials/commodities in a comparable environment OR an equivalency of education and relevant experience which includes at least ten (10) years’ professional experience in procurement of materials/commodities in a comparable environment.
2. Extensive experience and proven ability to negotiate, administer, and supervise complex procurement activities and bidding process.
3. Experience in vendor relationship management, including oversight of vendor performance and contract compliance.
4. Advanced knowledge of accepted procurement practices as applicable to the IT industry.
5. Knowledge and understanding of State and Federal statutes, policies, procedures and guidelines.
6. Ability to assess organization’s needs, communicate those needs to the vendor community, and evaluate contracts to determine technical compliance.
7. Demonstrated ability to identify and resolve complex issues, effectively and independently.
8. Strong supervisory, leadership, organizational, project management and planning skills with the ability to meet deadlines and facilitate solutions in a fast-paced environment.
9. Strong interpersonal and persuasive skills with the ability to work effectively with all levels of employees across functional teams, as well as with and management.
10. Excellent written and verbal communication skills.
11. Excellent computer skills with strong technical skills to work with multiple database programs including the Microsoft Office Suite.
12. Experience with and knowledge of automated procurement and/or financial systems (e.g. KFS, Jaggaer) and reporting tools (e.g. Web Focus).
13. Dependable transportation and ability to travel to all University campuses and/or visit vendors/firms in support of University initiatives.
14. Ability to perform all duties defined in lower levels of the Purchasing Agent series.

PREFERRED QUALIFICATIONS

1. MBA or advanced degree in related discipline.
2. Extensive knowledge within varied IT technology and indirect spend categories.
3. Knowledge of University policies and procedures, Statutes and federal procurement regulations.
4. Strong analytical and financial skills.
5. Member of NAEP (National Association of Educational Procurement) or other relevant professional organizations.
6. CPM or CPSM preferred.