

Category Manager

Job Specification

Search 497719

Job Template: **Procurement Specialist 2 (P5)**

WORKING TITLE: CATEGORY MANAGER

JOB SUMMARY

The Category Manager (Procurement Specialist 2), is accountable for the oversight, management, and overall operational performance relating to an assigned group of commodities (i.e. Business Services or Information Technology) in support of the University community. This role is responsible for developing and implementing a robust strategy for all assigned categories. Activities include, thoroughly understanding the commodities for which this role is accountable, managing the University customer base, managing the supply base, ensuring the University's needs are met at the best value and ensuring all applicable laws and policies are followed.

REPORTING STRUCTURE

This position reports to the University Director of Procurement Services and is responsible for supervising all procurement related activities and processes and a team who serve the University's main campus in Storrs as well as all regional campuses.

JOB RESPONSIBILITIES

The following duties comprise the responsibilities of this position:

1. Develops and maintains a strong understanding of the industry and marketplace for assigned commodities.
2. Responsible for performing comparative market analysis, assisting with strategic planning and roll out of plans; dealing with any escalated issues that involve any University vendor/service provider.
3. Conducts appropriate benchmarking and ensures and reviews benchmarking practices within assigned commodity group.
4. Builds strong partnerships with internal stakeholders. Understand the objectives of our internal customers and fully define the requirements of the commodities being requested.
5. Applies advanced sourcing methodologies to prepare, develop, and establish complex procurement strategies or complex contracts through vendor negotiations and in consultation with University officials, project managers and departmental end-users. Provides guidance to stakeholders and colleagues on a number of sourcing and contractual issues.

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6. Performs technically difficult and complex tasks in the procurement and/or sourcing of 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.
7. Monitors, measures, and manages performance while tracking spend against supplier agreements, contracts, and related documents for compliance with State and Federal statutes including Uniform Guidance, and University policies and procedures.
8. 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.
9. 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.
10. Analyzes technical data, i.e. product and pricing information, project manuals, and/or proposals to promote customer satisfaction.
11. Directly supervises, oversees, and manages work of professional, clerical and/or student support as assigned; determines and delegates work assignments to meet department/unit needs most effectively; trains and develops staff as needed.
12. Reviews and authorizes documents, contracts, bid results and/or purchase orders within financial management systems according to authority limits established by University and departmental procedures.
13. 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.
14. Manages the coordination and production of procurement and/or contract compliance reports involving high-level interactions with internal and external departments and vendors.
15. 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.
16. 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.
17. Serves as a primary liaison to the vendors and University community for procurement matters regarding federal and state statutory requirements and the University's policies and procedures. Communicate effectively with suppliers, campus community and senior management.

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18. Participates in a variety of procurement related professional development opportunities. Prepares and gives presentations as an active participant in meetings, committees, and other forums.
19. Assist the University Director and/or Associate Vice President & Chief Procurement Officer on special projects as directed.
20. Performs related duties, as required.

MINIMUM QUALIFICATIONS

- Bachelor's degree, preferably in Business or appropriate discipline, and a minimum of six (6) years professional experience in procurement of goods/services in a comparable environment OR an Associate's degree in a closely related field and eight (8) or more years of related professional experience in a comparable environment.
- General working knowledge of sound procurement practices and the ability to negotiate contracts.
- Experience in supplier management, including oversight of supplier performance and contract compliance.
- Strong leadership and project management skills.
- Excellent written and verbal communication skills.
- Strong computer skills.

PREFERRED QUALIFICATIONS

- Advanced degree in related discipline.
- Knowledge of procurement theory, principles and applicable federal and state procurement statutes.
- Knowledge of multiple direct and indirect commodities.
- Strong interpersonal and persuasive skills with the ability to work effectively with all types and levels of stakeholders.
- Strong analytical and financial skills.
- Experience with, and knowledge of, automated procurement and/or financial systems (e.g. KFS, Jaggaer) and reporting tools (e.g. Web Focus).
- CPM or CPSM certification preferred.

APPOINTMENT TERMS

This is a full-time position located on the Storrs campus. Position will commence under a hybrid model which requires all employees to work on-site two days per week, future

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arrangements will be considered in accordance with University [Alternate Work Arrangements](#) policies and procedures.

The University offers a competitive salary, outstanding benefits, including employee and dependent tuition reimbursement at UConn, and a highly desirable work environment.

The starting salary range for this position is \$90,000-\$95,000. Salary will be commensurate with successful candidate's background and experience. For more detailed information about this position and University Business Services please visit: [Home | University Business Services \(uconn.edu\)](#).

Other rights, terms, and conditions of employment are contained in the collective bargaining agreement between the University of Connecticut and the University of Connecticut Professional Employees Association (UCPEA).

TERMS AND CONDITIONS OF EMPLOYMENT

Employment of the successful candidate is contingent upon the successful completion of a pre-employment criminal background check.

TO APPLY

Please apply online at <https://hr.uconn.edu/jobs>, Staff Positions, Search #497719 to upload a **resume, cover letter**, and contact information for **three (3) professional references**. Please note that references will not be contacted without prior discussion with the applicant.

All employees are subject to adherence to the State Code of Ethics which may be found at <http://www.ct.gov/ethics/site/default.asp>.

All members of the University of Connecticut are expected to exhibit appreciation of, and contribute to, an inclusive, respectful, and diverse environment for the University community.

The University of Connecticut aspires to create a community built on collaboration and belonging and has actively sought to create an inclusive culture within the workforce. The success of the University is dependent on the willingness of our diverse employee and student populations to share their rich perspectives and backgrounds in a respectful manner. This makes it essential for each member of our community to feel secure and welcomed and to thoroughly understand and believe that their ideas are respected by all. We strongly respect each individual employee's unique experiences and perspectives and encourage all members of the community to do the same. All applicants will receive consideration for employment

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without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

The University of Connecticut is an AA/EEO Employer.