

Search 495209
Purchasing Agent I – Technology
Procurement Professional (P2)
Procurement Services

JOB SUMMARY

Under the supervision of the University Director of Procurement Services, the Technology Category Manager, and/or other designated supervisor as assigned, and working within a team structure, the Purchasing Agent I (Procurement Professional) will support the technology needs of the University for all campuses, including UConn Health in Farmington. Primary responsibilities of a Purchasing Agent I are to utilize existing policies, procedures and statutes to plan, develop and organize all phases of assigned responsibilities for bidding, negotiating and assisting with contracting of complex and routine purchases covering all areas of technology including, but not limited to, audio visual, telecom, IT hardware, software, peripherals and/or other assigned commodities requiring specialized technical expertise, as well as ability to maintain knowledge and understanding of industry standards and trends to ensure the technical needs of the campus community are met.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

1. Reviews limited value purchase orders and purchase requisitions for all assigned technology commodities [i.e. audio visual, telecom, IT hardware, software, peripherals, or other as assigned] for accuracy; determines correct method for procuring goods and services in accordance with state statutes, rules and regulations, and University policies and procedures.
2. Authorizes limited value purchase orders within specified and authorized dollar limits.
3. Solicits competitive bids from vendors; assists in developing specifications to clearly define precise product requirements; develops special terms and conditions, as required, to protect the University's interests relative to contractual obligations.
4. Works with Procurement Sourcing Specialists in evaluating sources that can provide essential goods and services to support the University's needs; analyses and interprets price trends and market conditions which affect assigned commodities and makes recommendations to the Category Manager or designated team leader.
5. Monitors vendor and product performance to ensure compliance with contractual obligations; develops vendor database and continually maintains and updates this list to reflect changes relative to new techniques discontinued capabilities, new services added and salient information relative to past vendor performance.
6. In area of assigned commodities [audio visual, telecom, IT hardware, software, peripherals, or other as assigned], works with requesting departments recommending procedures and/or assisting with various projects that will accomplish their business goals in the most cost-effective manner.

7. May provide staff training for staff, students, and/or temporary support as assigned to the respective buying team; provides training for clients relative to State and University purchasing policies and procedures.
8. Assists Category Manager, as required, with annual performance evaluations for team members.
9. Serves as a liaison between the University, Department of Administrative Services and/or other State agencies, as required.
10. Negotiates settlements as necessary to resolve disputes arising from the purchase of assigned commodities. e.g., product replacements, acceptance of damaged goods with price concessions, out-of-warrant product failures, additional vendors services, etc.
11. Travels to all University campuses, as required.
12. Performs related duties as required.

MINIMUM ACCEPTABLE QUALIFICATIONS

1. Bachelor's degree in related field and one to two years of related professional experience in a comparable environment procuring related goods and services OR an Associate's degree in related field and three to four years of related professional experience in a comparable environment procuring related goods and services. An equivalent combination of education and/or experience may be substituted for the degree and years requirement.
2. General working knowledge of acceptable procurement practices as applicable to the technology industry.
3. Ability to analyze data, business and market trends and recommend solutions.
4. Excellent interpersonal skills and the ability to communicate clearly both verbally and in writing.
5. Ability to independently assess organizational needs, communicate those needs to the supplier/vendor community, evaluate services and products to determine technical compliance and resolve discrepancies.
6. Experience with computers and Microsoft Office Suite, such as Excel, Word, Access and PowerPoint.
7. Demonstrated ability to develop and maintain constructive, professional relationships with a wide variety of individuals.
8. Dependable transportation and ability to travel.

PREFERRED QUALIFICATIONS

1. Bachelor's degree in related field.
2. Experience with automated procurement systems (e.g. Jaggaer or similar electronic financial record system).
3. Strong accounting skills with experience monitoring and reconciling accounts/purchase order balances.
4. Experience performing purchasing and accounts payable functions.

5. Experience and understanding of the requirements associated with competitive bidding processes, i.e. Requests for Proposals (RFP's), Sole Source Justifications, etc.
6. Experience in working with vendors in obtaining quotes and/or pertinent vendor information.

TO APPLY: Please apply online at www.jobs.uconn.edu to submit a letter of application, resume and contact information for three (3) professional references, including one from current place of employment. References will not be contacted without prior notice to the successful candidate(s). Screening will begin immediately. Employment of the successful candidate is contingent upon the successful completion of a pre-employment criminal background check. (Search # 495209)

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>.

The University of Connecticut is committed to building and supporting a multicultural and diverse community of students, faculty and staff. The diversity of students, faculty and staff continues to increase, as does the number of honors students, valedictorians and salutatorians who consistently make UConn their top choice. More than 100 research centers and institutes serve the University's teaching, research, diversity, and outreach missions, leading to UConn's ranking as one of the nation's top research universities. UConn's faculty and staff are the critical link to fostering and expanding our vibrant, multicultural and diverse University community. As an Affirmative Action/Equal Employment Opportunity employer, UConn encourages applications from women, veterans, people with disabilities and members of traditionally underrepresented populations.