

Sam Houston State University Human Resources

Staff Classification Description – Associate Vice President for Business Services

Skill Category: Administrative

Position (Employee) Class: 1M130 (E1)

Grade: NC

Date: 08/2011

Department: Office the Vice President for Finance & Operations

Education & Experience Requirements: Bachelor's degree in Business Administration or related area. Minimum of seven (7) years experience in State Purchasing and inventory control. Experience in a state institution of higher education is desirable. Or a combination of education, experience, and training that would produce the required knowledge and abilities.

Nature & Purpose of Position: Directs the procurement of goods and services required by the institution. Reviews quotations, and keeps up-to-date and accurate purchasing and inventory records. Directs the operation of central receiving, moving and storage, surplus property, University Store, Mail Services, vending operations, and the Sam Houston Press.

Supervision Given & Received: Responsible for the complete supervision of Procurement & Business Services. Direct/General supervision of the Manager of Receiving and Stores, Director of the Sam Houston Press, Mail Services Manager, and Vending Manager. Reports directly to the Vice President for Finance and Operations.

Primary Responsibilities: Responsible for directing and supervising all purchases and procedures from state and local funds for the University. Approves purchase requisitions from departments. Confers with departments on purchasing, and freight deliveries, along with coordinating with the Business Office. Advises office personnel on purchasing, payment, and regulations as needed. Attends to personnel administration of purchasing office personnel. Annually coordinates lease/purchase requisitions on data processing equipment and agriculture equipment and other items leased or rented for University use. Coordinates Small Business and Minority Reports for state requirements. Attends to annual maintenance agreement for office machines. Coordinates with architect, Facilities Planning Director and various committees on furnishings in new construction and renovation bids. Supervises procurement of these furnishings and equipment. Responsible for directing the receipt and distribution of all freight and movement of University Property from one location to another in the Hauling, Moving, and Storage area. Coordinating the setting up and conducting of Surplus Sales. Directing the operation of the University Store. Historically Underutilized Business (HUB) Coordinator for the Procurement & Business Services Department. Responsible for managing the operations of the Sam Houston Press, campus vending services, and campus mail services. Performs other related duties as assigned.

As the Historically Underutilized Businesses (HUB) Coordinator, responsibilities will be to: keep the President and all division heads informed of the latest development in the area of HUBs; update the University HUBAP as necessary; develop models of education in reach and outreach activities for use by the University in development of the HUB program; share successful methods of increasing the participation of HUBs with departments and other agencies; serve as liaison between universities' computer services to ensure accuracy and timely availability of data; review all HUB related reports prepared by the University's Computer services Department; develop and update policy statements; monitor the University's goals and objectives; document and submit good faith efforts to the President; maintain reports on HUB activity for future reference; develop new strategies to increase HUB participation; other duties and responsibilities listed in TAC111.26.

Other Specifications: Involvement with other departments, staff, outside vendors, and agencies as well as the State Purchasing & General Services Commission.

This is a classification description with the complete list of job duties being maintained at the departmental level. Other job duties necessary for the effective operation of the University are expected to be performed. Any qualifications to be considered as equivalents in lieu of stated minimums require the prior approval of Human Resources.

Sam Houston State University is an at will employer and drug free/smoke free workplace. All positions at Sam Houston State University are considered security sensitive requiring background checks in accordance with education code 51.215, and drug testing as required by D.O.T. for safety sensitive positions. The pay grade range is inclusive of social security benefit replacement pay.

Sam Houston State University is Committed to Equal Opportunity in Employment and Education.