

JOB DESCRIPTION:	Executive Director of Purchasing		
DEPARTMENT:	Purchasing		
REPORT TO:	Associate Vice President of Business Affairs		
EEO CLASSIFICATION:	First/Mid Officers & Managers	FLSA STATUS:	Exempt
CUPA HR CLASSIFICATION:	#166000	DATE APPROVED:	11-MAY-2021
		DATE MODIFIED:	14-APR-2026

SUMMARY: Directs and coordinates all aspects of the University's Procurement, Mailroom Service and Receiving functions. Acts in capacity of Contract Officer and Purchasing Agent for the University.

DUTIES:

1. Develops policies, procedures and objectives for the University's purchasing program in accordance with state and federal procurement codes, guidelines and University policy.
2. Directs, oversees, and monitors all procurement for the University. Oversees the design, implementation, and support of the procurement systems and related policies and procedures needed to identify and manage university procurement, mailroom services, receiving functions, and departmental expenditures. Ensures fiscal compliance and establishes fiscal controls to safeguard institutional funds while allowing the institution to accomplish its programmatic mission.
3. Serves as negotiator between the University and vendors/suppliers on procurement contracts. Keeps informed of all new developments relative to available resources. Recommends strategies to reduce costs, update systems, and provide enhanced customer service to faculty, staff, and students.
4. Reviews major procurement contracts. Coordinates contract compliance, change orders, problem resolution in compliance with contract law. Consults with legal counsel as necessary.
5. Oversees the management and compliance of the University United States Postal Service (USPS) facility, and maintains administrative standards and controls as required by USPS.
6. Collaborates with senior and executive leadership, faculty, staff, academic, and/or governmental agency officials in the development and management of the annual budget for the organization.
7. Represents executive leadership in the review of procurement transactions, policy development, procedures, etc.
8. Directly participates with executive and senior leadership in the establishment of short- and long-range institutional goals, objectives, policies and operational procedures for the organization. Monitors and evaluates effectiveness and affects change required for improvement.
9. Provides expert and strategic guidance and consultation to university faculty and staff in the understanding of procurement information and in developing cost-saving strategies. Serves on University planning committees and participates in recommendations regarding changes to the University's procurement systems.
10. Reviews all purchase requisitions, develops specifications and requests for proposals. Manages and supervises the University's bid processes, places request for proposal advertisements, receives bids, notifies vendors of selection. Verifies receipt of shipped items, provides assistance regarding delivery/storage of a variety of equipment and materials.
11. Participates in land acquisition projects. Manages construction procurement activities, coordinating wage rate compliance, bonds, and insurance certificates. Reviews all contracts for services for adherence to Request for Proposal (RFP). Works closely with attorney for contract reviews. Maintains close contact with vendors to track purchase orders and negotiate best prices for goods. Develops and implements methods to obtain volume discounts and improved pricing structures through consolidation of orders.
12. Provides a broad range of administrative and supervisory functions. Supervises assigned staff in accordance with WNMU personnel practices including recruitment, training, performance evaluation, guidance, etc. Participates in the process of ongoing personal and professional development. Maintains comprehensive communication among all contacts (internal and external). Models professional standards and ethics in accordance with WNMU philosophy.

13. Performs other duties as assigned.

REQUIREMENTS:

1. **Education /Background:** Bachelor's degree in related field with 3 years of experience in Purchasing, Procurement, or Materials Management including responsibility for supervision and contract review. Associates degree in related field with 5 years of experience in Purchasing, Procurement, or Materials Management including responsibility for supervision and contract review. High School Diploma or GED with 8 years of experience in Purchasing, Procurement, or Materials Management including responsibility for supervision and contract review. Bilingual (Spanish) preferred.
2. **Job Knowledge:** Knowledge of all applicable state regulations and laws pertaining to purchasing, procurement, public institutions, inventory management, and methods of sealed and non-sealed bid processes. Knowledge of available research and reference resources. Knowledge of available vendors, contractors and suppliers. Knowledge of computerized purchasing system (Banner). Skill in interpreting complex contracts, bid documents and proposal responses. Skill in reviewing a variety of projects to determine if they comply with contract specifications. Skill in preparing and managing the bid processes. Skill in preparing and presenting complex reports and information to various audiences. Skill in working effective in an environment subject to frequent interruptions, changing priorities and exposure to varying environmental conditions. Strong interpersonal skills and the ability to work effectively with a wide range of constituencies in a diverse community including staff, faculty, students, outside vendors, contractors, service providers and governmental agencies/officials. Must be sensitive to cultural differences within the University and community. Fluent in Microsoft Office Applications.
3. **Working Conditions/Physical Demands** (With or Without Accommodations): Normal office environment, may travel some within the community when needed. May be required to transport normal office equipment and materials. Ability to comprehend and work with a variety of information from various sources. Able to clearly communicate with a diverse population of individuals. Ability to compose correspondence and reports and remain in a sedentary position for prolonged periods of time. May be required to work additional hours or days depending on circumstances. May be required to work additional hours or days depending on circumstances.
4. **Other requirements:**
 - a. Requires a valid driver's license.
 - b. Required to complete Defensive Driving Course within 6 months. (If applicable to the role)
 - c. Requires Chief Procurement Officer Certification or ability to obtain the certification within 6 months from hire.

This job description is not an exhaustive list of all responsibilities, skills, duties, requirements, effort, and/or working conditions associated with the position. Management reserves the right to revise the job or to require that other or different tasks be performed when circumstances change. In addition, this job description is not intended to create a contract of employment between the employee and Western New Mexico University, nor shall it be regarded as a promise to provide specific terms or conditions of employment.

I have read, understand and accept a copy of this job description.

Employee Signature

Date

Employee Name (Printed)