

## **Procurement Category Manager – Focus Area Life Sciences or Information Technology**

**Department:** Business and Financial Services  
**Position Code:** SBFS8515A  
**Closing Date:** 11/22/2018  
**Salary:** \$75,000 - \$85,000

### **Background**

**check:** Background check may be required

**Description:** The IT/Life Sciences Category Manager (Procurement), uses professional contract and professional procurement skills to complete diverse and complex assignments that requires strong analytical and problem solving skills necessary to compare and contrast multiple purchasing options. Has authority to make purchases and negotiate contacts within a pre-approved dollar limit. Exercises judgment with defined limits and practices to determine most effective methodology to acquire both common and complex goods and services as well as drafting complex RFP's and contracts, including scope of work. Makes independent purchasing decisions, as well as, utilizing resources to help solve complex challenges. Negotiates with suppliers, ensuring that contracts and purchase orders comply with all applicable laws, rules, regulations, policies and procedures. Receives assignments in the form of objectives and determines how to use resources to meet schedules and goals. Analyzes contracts and other procurement documents to ensure and adopt compliance to local, state, and federal guidelines. Identifies risks and responds accordingly.

Works on highly complex projects, such as analyzing contract and purchase order adoption and compliance, suppliers' performance, delivery and invoice compliance terms, complex bids, equipment management related metrics and makes recommendations for process improvements. Leads and supervises procurement staff on projects and other related administrative duties, as well as, preparing and running high priority meetings with both internal and external staff, faculty, and vendors. Proactively works with customers to identify business requirements and provides procurement and contract solutions that meet their business needs and that align with UC Merced procurement strategies and practices. Implements approved improvement activities related to procure-to-pay cycle. Exercises judgment in selecting methods, techniques and evaluation criteria for obtaining best value. Works both independently and in a team atmosphere. Other duties as assigned.

### **KEY RESPONSIBILITIES**

1) Drafts, negotiates, and executes complex purchase orders and contracts, utilizing both custom and standard terms and conditions for materials, supplies, equipment, and services. Drafts complex RFQs (request for quotation) and RFPs (request for proposal), including detailed specifications, scope, terms and conditions, and

evaluation criteria.

- 2) Negotiates with suppliers to obtain best value, including lower prices and better terms, unique terms and conditions as required. Develops new supply sources to address supply chain challenges, as needed, and resolves supplier related issues.
- 3) Communicates and leads meetings with vendors, suppliers, and contractors and other internal and external stakeholders. Reduces risk to the University by ensuring departmental compliance with local, state, and federal procurement policies, works in conjunction with end-users to develop specifications for RFQs and RFPs, assists in implementation of organization or system wide agreements, manages demand against agreements, makes recommendations regarding new supply sources and process improvements, and champions use of a diverse supply base.
- 4) Understands campus procurement strategy, including category management and strategic sourcing goals and acts to ensure assigned work is completed in a manner that moves the campus closer to those goals, including determining best quality and cost effectiveness to select the best goods and services at the best value.
- 5) Responsible for providing analysis for highly complex purchasing projects dealing directly with department managers. Performs complex analysis to determine appropriate source selection. Performs spend analysis for department or organization on assigned vendors or commodities. Monitors supplier performance and generates supplier performance score cards and reports performance issues.
- 6) Actively seeks opportunities for and participates in professional development and training.
- 7) Accurately interprets and applies University policies and procedures and maintains a current detailed knowledge of all applicable laws, policies, procedures and processes and implements them effectively in all work.
- 8) Assists departments in the determination of product requirements. Analyzes contracts and accurately performs cost analyses and reviews terms and conditions for appropriateness. Makes recommended changes where necessary. Ensures compliance with University guidelines.
- 9) Effectively acquires and maintains a sound advanced technical understanding of commonly purchased products.
- 10) Documents interpretations of processes, policies, and procedures for edification of customers and suppliers. Effectively develops spreadsheets and other documentation to support analysis.
- 11) Effectively and regularly communicates with organizations customers, reduces risk to the University by ensuring compliance with procurement policies and works in conjunction with end users to develop specifications for competitive procurements.

12) Works with University staff and writes complex sole source justifications and bases for award documents and evaluates advanced sole source justifications for appropriateness.

13) May supervise procurement staff, including buyers, or other administrative staff, including management of staff performance and development, team building and communications, resolution of issues and conflicts, review and approval of work, and hiring.

**Qualifications: MINIMUM QUALIFICATIONS**

- Bachelor's degree in Business, Finance, Accounting, Economics or other related area and five (5) years of experience or equivalent experience / training. (Preferably in a California Public or Higher Education environment).

**CORE COMPETENCIES**

- Fundamental knowledge of University purchasing functions. Including ability to effectively utilize current Procure-to-pay (P2P) technology solutions.

- Ability to communicate complex information to others verbally and in writing.

- Ability to read, interpret, develop, and negotiate terms and conditions of complex contracts.

- Advanced level of proficiency in the use of standard spreadsheet and word processing software, such as Microsoft Suite.

- Strong negotiating skills and ability to interpret procurement regulations and requirements and apply them effectively to meet departmental and operations procurement needs.

- Advanced skills in the use of ERP / financial systems (such as Oracle, PeopleSoft, SAP, etc.).

- Knowledge of UC procurement policies, departments and operations as they relate to the interpretation and application of Federal Acquisition Regulations (FAR) and Uniform Guidance.

- Ability to perform cost analysis and planning for major commodities and analytical skills necessary to evaluate the quality and cost effectiveness of procurement options.

- Understands eProcurement Systems such as Perfect Commerce, Jaggaer or Oracle

- Understands ERP / financial systems such as (Oracle, PeopleSoft, SAP, Banner, etc.)

**To Apply:** Please complete a UC Merced [application](#) and email along with resume and cover letter to [ucmcareers@ucmerced.edu](mailto:ucmcareers@ucmerced.edu). Please indicate in the subject line of your email the Position Title and Position Number you are applying for. For questions regarding how to apply please email [ucmcareers@ucmerced.edu](mailto:ucmcareers@ucmerced.edu) or call 209-228-8247.

If you do not have internet access you may mail your application, resume, and cover letter to: University of California, Merced, 5200 North Lake Rd., Merced CA 95343. Please list the job number on the subject line and email to [UCMcareers@ucmerced.edu](mailto:UCMcareers@ucmerced.edu)

The University of California is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, age or protected veteran status.

For the complete University of California nondiscrimination and affirmative action policy see: <http://policy.ucop.edu/doc/4000376/NondiscrimAffirmAct>.

As of January 1, 2014 the University of California, Merced will be a smoke and tobacco free workplace. Information and the Smoke and Tobacco Free policy is available at <http://smokefree.ucmerced.edu>

**E-Verify:** Effective September 8, 2009, all employers who receive Federal contracts and grants are required to comply with E-Verify, an Internet-based system operated by the Department of Homeland Security (DHS) in partnership with the Social Security Administration (SSA). E-Verify electronically verifies employment eligibility by comparing information provided on the I-9 form to records in the DHS and SSA databases. Certain positions funded by federal contracts/subcontracts requires UC Merced to notify job applicants that an E-Verify check will be conducted and the successful candidate must pass the E-Verify check.

[More Information](#)

For information on the comprehensive benefits package offered by the University of California visit:

<http://ucnet.universityofcalifornia.edu/compensation-and-benefits/>