Posted: May 17, 2022

NEW MEXICO TECH
SCIENCE • ENGINEERING • RESEARCH UNIVERSITY

POSITION ANNOUNCEMENT

TITLE: PURCHASING MANAGER **DEPT:** PURCHASING SERVICES

REG ☑ **TEMP** ☐ **FULL TIME** ☑ **PART TIME** ☐

STARTING RATE or SALARY RANGE $42,000-$44,000
Employees being promoted to a higher classified position receive the minimum for the position or a pay rate adjustment of 8% whichever is greater.
All regular positions also entitle the employee to several benefits including health, dental, vision, life insurance, and retirement which is largely paid by New Mexico Tech for the employee and dependents.
INTERNAL POSTING THROUGH: May 25, 2022* CONSIDERATION WILL BE GIVEN FIRST TO TEMPORARY AND REGULAR TECH EMPLOYEES WHO APPLY WITHIN THE 7 DAY INTERNAL POSTING. APPLICATIONS RECEIVED AFTER THE 7 DAY POSTING MARGIN WILL BE CONSIDERED WITH OTHER OUTSIDE APPLICANTS.

JOB DUTIES:

Under the direction of the Director of Purchasing Services, this position will lead, direct, coordinate, and manage administrative and operational aspects of the Purchasing Services Buyers. This position makes procurement decisions for the University community by clarifying requirements, investigating sources of supply, interpreting and analyzing data. Promotes a positive work environment, spirit of cooperation, support for co-workers, and professionalism within the organization and when interacting with internal customers and external suppliers. Work collaboratively with the Purchasing staff in coordinating all procurements. This includes determining the most appropriate method of acquiring goods and/or services by examining and evaluating the unique elements of each acquisition. Develop, implement, and administer university contracts, agreements, and awards. Prepare and process complex requisitions, purchase orders, and bids for goods and service in conformance with the New Mexico State Statutes, the Federal Acquisition Regulations (FAR), and university policies and procedures. Assist in the development and review of specifications for goods and services. Prepare and issue bids based on the specifications. Assist with identification of vendor sources for procurement. Evaluate bid responses and issue purchase order. Responsible for the administration of the certified payrolls for construction projects. Prepare and issue change orders and renew annual pricing agreements. Resolves contract or purchase order conflicts with reference to quality and/or payment discrepancies by using proven as well as unique and novel approaches to interpret contract terms and conditions. Represents the Purchasing Office in meetings and/or committees with suppliers, government agencies, professional associations, and other organizations. Develops and manages effective relationships with suppliers and internal departments. Performs other duties as assigned by the Director of Purchasing Services.

REQUIRED QUALIFICATIONS:

High School Diploma with four years of professional experience in administrative activities (purchasing, accounting, property, etc.), professional development through college classes or professional organizations desired, direct experience in purchasing with a higher education institution preferred. Knowledge of purchasing policies and procedures, state and federal statutes required. Knowledge of Microsoft Office required. Knowledge of Banner desired. Strong oral and written communication skills required. Ability to problem solve, logical reasoning skills required. Ability to organize and prioritize work while managing multiple, concurrent tasks required. Knowledge of accounting desired.

Apply to: nmtjobapps@npe.nmt.edu OR NMT/ HR 801 Leroy Place Box 078, Socorro, NM 87801