Skill Category: Professional  
Position (Employee) Class: 3N833 (E1)  
Grade: 18  
Date: 10/2014

Department: Procurement & Business Services and Physical Plant

Educational & Experience Requirement: Bachelor’s Degree in Business Administration, Public Administration, or other related field. The individual must have a minimum of four years of professional business related experience with at least two years of Historically Underutilized Business (HUB) related responsibilities. A combination of education, experience, and training that would produce the required knowledge and abilities could be considered.

Nature & Purpose of Position: Oversees all mandated requirements set forth by the Texas Legislature regarding the HUB Program and is the University’s representative for the Texas Institute for the Blind and Handicapped (TIBH), maintaining and reporting all mandated requirements.

Supervision Given & Received: Works under general direction and may supervise support staff.

Primary Responsibilities: Coordinates training programs for the recruitment and retention of HUBs. Reports required information to the commission and match HUBs with key staff within the agency. Assists in the development of the agency’s procurement specifications, HUB subcontracting plans, and evaluation of contracts for compliance. Maintains compliance with the agency’s good faith effort criteria, contract administration, and marketing and outreach efforts for HUB participation. Establishes strong communication with procurement staff and encourage HUB utilization to the fullest extent possible. Develops action plans for the University’s HUB Program, completes the Semi-Annual and Annual Statewide Report. In an effort to increase external marketing and outreach, assists in preparation of HUB Certification applications. Provide one-on-one instruction to HUB vendors. Promotes HUB advertising, attends HUB Discussion Workgroup meetings, and provides HUB forums for vendors as well as in-house forums. Partners with other state agencies similar to ours, share information. Performs other related duties as assigned.

Other Specifications: Interpret and apply complex legal and technical information, procurement solicitation specifications, purchase order terms and conditions contact clauses, purchasing rules and regulations, purchasing policies and procedures, purchasing guidelines, credit agreement terms and conditions and general accounting and financial principals, prepare written reports, correspondence, policies and guidelines, calculate figures using intermediate math, mediate disputes among employees, establish rapport with user department, recognize and address illegal or unethical business practices or situations, develop mathematical formulas to compile and analyze data, exercise discretion in handling confidential information.

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. This position is security-sensitive and thereby subject to the provisions of the Texas Education Code §51.215, which authorizes the employer to obtain criminal history record information. 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.