

Employer:	San Antonio River Authority
Job Title:	Purchasing - Contract Administrator
Job Type:	Employee
Job Status:	Full Time
Hours / Shifts:	
Salary Range:	\$49,407.08 annually
Job Location:	100 E. Guenther
Relevant Work Experience (Time):	10 - 15 yrs
Relevant Work Experience (Education/Position):	Manager (Staff Supervisor)
Education Level:	Bachelor's Degree
Job Description:	<p>JOB PURPOSE:</p> <p>The purpose of the Contract Administrator is to oversee the purchasing and contracting functions of the San Antonio River Authority (River Authority), including purchasing, contracting and fixed asset administration, while following established laws, policies and procedures and ensuring the proper utilization of small, women's and minority enterprises.</p> <p>ORGANIZATIONAL REPORTING:</p> <p>The Contract Administrator reports to the Financial Services Manager with latitude for independent judgment and decision-making.</p> <p>ESSENTIAL DUTIES AND RESPONSIBILITIES:</p> <p>Establish all Purchasing and contracting policies and procedures, so that they meet all government, state, local and water codes. Ensure that all purchasing policies and procedures are followed by River Authority staff.</p> <p>Review all vendor contracts for accuracy and legality. Manage River Authority contract templates. Assist various departments in writing all River Authority contracts, bids, and proposals as requested.</p> <p>Supervise employees within the purchasing, contracting and fixed asset functions to prevent and resolve any problems and ensure smooth daily operation.</p> <p>Reduce overall costs of supplies and services by entering into strategic long term agreements with vendors. Locate new vendor sources to constantly find new and inexpensive sources of product or services.</p> <p>Manage fixed assets within the River Authority, including procurement, inventory and disposal.</p> <p>Secure price quotations for all departments as needed and supervise purchase order processing.</p> <p>Attend all possible Small Women Minority Business Enterprise (SWMBE) functions within community to represent the River Authority and encourage local and small business entities to do business with the River Authority. Serve on the South Central Texas Regional Certification Board.</p> <p>Ensure that all vendors, contractors and professional service providers comply with the SWMBE</p>

	<p>policy established by the River Authority.</p> <p>Supervise insurance claims, additions and deletions. Prepare annual reports as needed for renewal.</p> <p>Coordinates with all departments to review specifications for Request for Quotes/Request for Proposals/Request for Bids and reviews bid packets for consistency. Notifies the River Authority Webmaster of outgoing requests/bids.</p> <p>Administers and provides training on the River Authority's procurement card program.</p> <p>Prepare and maintain prequalified vendors lists as needed by departments.</p> <p>OTHER DUTIES AND RESPONSIBILITIES:</p> <p>Places advertisements for bids and distributes bid invitations to vendors.</p> <p>Receives delivery of orders and expedites distribution to the proper department or storage area.</p>
Special Requirements	<p>EDUCATIONAL AND EXPERIENCE REQUIREMENTS:</p> <p>Bachelor Degree in related field required</p> <p>10 years relevant purchasing experience</p> <p>Must be familiar with SWMBE contracting</p> <p>Knowledge of Microsoft Office (Word, Excel, Power Point, Access) and relevant experience in accounting software systems preferred.</p> <p>CPM or CTPM certification preferred</p> <p>WORKING CONDITIONS:</p> <p>Must be able to sit and stand for extended periods of time.</p> <p>Must be able to work some non-traditional schedules.</p> <p>Must be able to lift and carry 50 lbs.</p> <p>Must be able to perform in a small but highly professional team oriented environment.</p> <p>Must be able to function in a principle based organization that has an established culture that is built on character and encourages all employees to develop good character and make decisions based on good character.</p> <p>APPLICATION PROCESS: Submit a resume -or- fill out an application for this posting by 4:30pm Friday June 25th, 2010 at::</p> <p>San Antonio River Authority Human Resources 100 E. Guenther St. San Antonio, Texas 78204 HR fax (210) 302-3687 email: applications@sara-tx.org</p> <p>Please note: Applications may be completed onsite during the following hours:</p> <p>Monday - Friday 8:15 a.m. – 11:15 a.m. and 1:15 p.m. – 4:15 p.m.</p> <p>All current SARA job vacancies are posted at: http://www.sara-tx.org/site/about/job_opps.php</p>
Contact Person:	Dawn Cunningham
Contact Phone:	(210) 227-1373

Contact Email:	applications@sara-tx.org
Employer Web Site:	www.sara-tx.org