Colorado State University
Strategic Sourcing Specialist
Job Description

Colorado State University (CSU) seeks applications and nominations for the position of Strategic Sourcing Specialist, reporting to the Manager of Strategic Sourcing, within Procurement Services. The Strategic Sourcing Specialist is a key member of the Procurement Services team that is committed to excellence and is dedicated to achieving the University’s mission to set the standard for public higher education in teaching, research, and service. This new Strategic Sourcing Specialist position within Procurement Services provides a unique and exciting opportunity for the right person to make significant changes in the purchasing process by using data driven analysis to focus on the total cost of ownership and achieving the best value for CSU.

Founded in 1870, CSU, located in Fort Collins, Colorado, is a Carnegie research extensive land grant university committed to the ideal that educated and motivated people can make a difference in the world. Today, CSU is setting the standard as a 21st century land grant university by supporting economic vitality, shaping people of skill and character, and targeting the great global challenges of our time through life changing research, teaching, and outreach. One of the leading public research universities in the United States, Colorado State had more than $300 million in research expenditures in fiscal year 2010, in addition to substantial non-funded scholarship and artistry. CSU’s instructional programs cover the broad spectrum befitting a major research university, with a comprehensive array of baccalaureate, master’s, and doctoral programs, and has exclusive statewide authority for programs in agriculture, forestry, natural resources, veterinary medicine, and extension. CSU is recognized as a national research leader in engineering, environmental science, biomedicine, and human health and nutrition. Total student enrollment has grown to more than 30,000 undergraduate and graduate students. Colorado State faculty collaborates with students in the classroom, laboratory, studio, and the field to help them reach their highest potential and deploy practical solutions to society’s greatest challenges.

Fort Collins is an award-winning city located on the Front Range of the Rocky Mountains with the foothills and 14,000-foot peaks visible to residents. Easy access to hiking, skiing, rafting and other outdoor sports is a great advantage to CSU students, faculty and staff.

CSU is about an hour’s drive north of the Denver metro area.

The Office of Procurement Services provides leadership to CSU in the procurement of goods and services by combining sound business controls with efficient and timely service. Procurement Services assists departments in obtaining the best value for every dollar while complying with applicable rules. In the most recent fiscal year, CSU had over 230,000 purchasing transactions via purchase order or commercial card for a total spend of about $188,000,000. The University conducts business with over 10,000 suppliers with the top 100 suppliers accounting for more than $100,000,000 in spend.

Procurement Services manages general procurement and strategic sourcing, Kuali Shop Catalogs (an online catalog with links to specific frequently used vendors), Procurement Cards for individuals with appropriate authority to make purchases on behalf of CSU, and the University’s Small Business Program.
REQUIRED QUALIFICATIONS

- Bachelor’s degree from an accredited college or university
- Minimum of 3 years of enterprise level experience in strategic sourcing, supply chain management and/or procurement in an organization of similar size to CSU or larger
- Hands-on experience and demonstrated performance in using data analysis software and computer programs that will assist in analyzing data
- Demonstrated excellent written communications, negotiation skills and strong interpersonal skills
- High level of commitment to customer service and teamwork
- Working knowledge of financial systems used within large organizations

PREFERRED QUALIFICATIONS

- Master’s degree in supply chain management or related field
- Professional experience in procurement processes (or related) and contracting procedures in a higher education institution
- Nationally recognized professional purchasing certification such as CPM, CPSM, CPPB or CPPO
- Demonstrated knowledge and expertise using various proven negotiation methods and the ability to critically analyze a negotiation
- Experience with procurement conceptualization and data analysis
- Excellent problem solving skills, computer skills and attention to details
- Proficiency with the Microsoft suite of productivity applications
- Expertise with data warehouse queries and using analytical tools to interpret, cleanse, organize and generate useful information
- Experience working collaboratively with individuals and groups from a wide variety of backgrounds and organization levels, to incorporate their ideas, adapt to their needs, and to form consensus in appropriate situations
- Experience working in a large, complex organization (i.e., ability to operate independently and under pressure, to perform multiple concurrent tasks and responsibilities, and to deal with changing priorities, while maintaining personal effectiveness)
- Experience in building strategic working relationships
- Demonstrated organization skills, including meeting facilitation and decision making
- Demonstrated ability to think and act strategically

RESPONSIBILITIES AND DECISION MAKING

Recommends the most appropriate and efficient method for formation of strategic sourcing initiatives/agreements for the University from the analysis of institutional spend, end-user activity and the marketplace

Negotiates strategic sourcing agreements and any changes in vendor contracts in accordance with University, state, and federal rules and regulations

Negotiates with vendors/contractors to obtain maximum benefit to the university from contracts
Decides if recurring purchases are appropriate for strategic sourcing agreement/initiatives

Decides if proposed contract changes and modifications are reasonable and in the best interest of CSU as well as complying with University, state, and federal rules and regulations. If contract terms still do not comply, then this individual will seek direction from the Strategic Sourcing Manager, Procurement Services Director, Contracts Director, or other responsible party.

Applies negotiation skills to resolve vendor disputes with an acceptable outcome for the parties per University, state, and federal rules and regulations. Decides appropriate resolution to problems that may arise during the strategic sourcing contracting processes by mediating disputes between CSU and the vendor/contractor.

Develops and maintains awareness of changing commodity-related business trends in the marketplace and the possible impact to the University.

Develops and composes bids specification in such a manner that University stakeholder needs are addressed.

Defends and/or justifies an award of a formal bid or proposal in the event of a formal protest filed by a vendor/contractor with support of Director of Procurement Services.

Analyzes bid responses to determine the most responsive and responsible bidder to optimize total cost of ownership for the University.

Analyzes spend data/trends to identify and develop overall strategic sourcing initiatives which meet the needs of the University and recommends agreement formation to the Strategic Sourcing Manager based on research of institutional spend, end-user impact, feedback and activity along with marketplace analysis.

Recommends and justifies strategic sourcing initiatives and e-procurement supplier enablement initiatives by using data mining tools to conduct spend analysis, prepare supporting reports/spreadsheets, comparisons.

Assists in the development of internal policies and tools necessary to implement strategic sourcing initiatives and assists in prioritizing strategic sourcing initiatives.

Assists in marketing and promoting strategic agreements to the University community to facilitate end-user participation in and support of strategies.

Works collaboratively with the Purchasing Agents in the development and formation of strategic sourcing agreements.

Assists in monitoring and tracking vendor performance through periodic financial reviews, product performance, customer satisfaction surveys, and customer outreach.

Participates in the Small Business Program development initiatives to better enable their inclusion and participation in strategic sourcing initiatives.
**Application Procedures:** The Strategic Sourcing Specialist Search Committee will accept confidential applications and nominations until the position is filled. For full consideration, complete applications must be received by 5:00 p.m. MST, 4 October, 2013.

Applicants must submit the following, preferably in electronic format: a current resume; contact information for three (3) professional references; and a letter of interest that addresses the qualifications listed above and the candidate’s experience related to the job description. All inquiries, nominations, applications, and materials should be sent to procurement_jobs@mail.colostate.edu. All applications or expressions of interest will be handled confidentially until the individuals invited for interviews are announced.

References will not be contacted without the prior consent of the applicant. Salary is commensurate with experience; anticipated range is $50,000 to $60,000.

CSU does not discriminate on the basis of race, age, color, religion, national origin or ancestry, sex, gender, disability, veteran status, genetic information, sexual orientation, or gender identity or expression. CSU is an equal opportunity/equal access/affirmative action employer fully committed to achieving a diverse workforce and complies with all Federal and Colorado State laws, regulations, and executive orders regarding non-discrimination and affirmative action. The Office of Equal Opportunity is located in 101 Student Services.

CSU is committed to providing a safe and productive learning and living community. To achieve that goal, we conduct background investigations for all final candidates being considered for employment. Background checks may include, but are not limited to, criminal history, national sex offender search and motor vehicle history.