Job Description

Job Title: Purchasing System Administrator   **JTC: TCF**

Salary Range: N06   **FLSA: Exempt**

Since 1965, we have served more than 3 million students. Dallas County Community College District (DCCCD) is one of the largest community college systems in the state of Texas, which includes seven independently accredited colleges located around the Dallas/Fort Worth area.

POSITION SUMMARY

The Purchasing System Administrator is the main point of contact for support of all Purchasing specific systems. They formulate and implement the department's technological strategic and operational plans in support of the department and the DCCCDs directions and goals.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Familiar of the laws, ordinances, rules, and regulations governing the purchase of commodities, services, and construction. Must have experience with Source-to-Settle and ERP systems, i.e., Jaggaer/SciQuest, Concur, or other similar purchasing systems. Must have a strong knowledge of Source 2 Pay (S2P) practices. Must have business systems management or system administrator experience.

Must be able to use tact, be ethical and make rational decisions in accordance with established guidelines, policies and procedures of a purchasing department when dealing with various stakeholders and constituents. Must possess a high degree of independent thinking and initiative. Must have the ability and interest to learn how to work effectively with new hardware, software, and data; the initiative and resourcefulness to search for solutions and new knowledge on how to achieve desired results. Must have a "can do" attitude to tackle nearly all phases of system management, integrations, and assigned tasks.

Ability to establish and maintain effective working relationships with diverse, multicultural stakeholders and constituents including but not limited to employees, vendors, contractors, etc., in order to meet the objectives of the organization. Must be able to attend meetings and respond to inquiries.

Must have experience with configuration and testing of systems and exhibit deep understanding of application, data, integration plus general understanding of security, operational, and systems management architectural and design domains. Ability to understand data structures and analyze data retrievals.

Must possess strong analytical skills, be assertive, and demonstrate initiative when investigating issues. Must be able to multitask and prioritize work assignments using independent judgement to meet varying timeframes/deadlines. Ability to analyze problems, form solutions, and make decisions that are impartial and objective. Must be able to provide exceptional customer service.

PHYSICAL REQUIREMENTS

Normal physical job functions performed within a standard office environment. Reasonable accommodations may be made to individuals with physical challenges to perform the essential duties and responsibilities.

MINIMUM KNOWLEDGE AND EXPERIENCE

Bachelor's degree or higher plus three (3) to four (4) years of work related experience. Official transcripts are required. Must have valid driver's license if traveling to off-site locations. *** *Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. ***

ESSENTIAL DUTIES AND RESPONSIBILITIES

Responsible for organizing, collaborating and managing all related eProcurement projects. Researches new and existing products/services to improve quality and lower the costs of items purchased. Be a resource to assist the JAGGAER business community in the development of ad-hoc reports (commodity and supplier spend, key performance indicators and service metrics) or queries using various tools. Participates in professional development activities and keeps up-to-date on trends, best practices and technology associated with job function. Provides support for district questions regarding procedures and systems related to eProcurement system.

Research, compile and assemble data and assist users in the submission, review and access of Requisitions, Purchase Orders, Invoices, Sourcing RFx, Supplier Profiles and Reporting queries. Monitor end-user purchasing behavior to ensure compliance with established District purchasing policies. Develop internal marketing action plans to increase utilization of preferred suppliers. Monitor and review upcoming functional changes to the application by attending web-conferences, teleconferences, or other provider sponsored activities. Be a champion to highlight the value of the system and help shape the strategic roadmap for the overall S2P process.

Develop relationships with other institutions of Higher Education on the same eProcurement platform to facilitate knowledge sharing. Acts as a liaison by attending meetings and/or meeting with internal clients to analyze and determine procurement needs, reviewing statistics and opportunities. Act as subject matter expert (SME) and liaison between the technical and functional teams and users. Communicates related information to department leadership of impending developments. Partner with District Training Department to design end-user training methodology as well as to create training materials; makes information available to the end user community. Regularly provides guidance and training to less experienced analysts/programmers.

Create and describe system design and models utilizing flow charts, system diagrams and configuration steps, etc. Support testing during major software releases. Develop in-depth knowledge and expertise of the end-to-end software provider's solution and related data feeds. Manage referrals from District's help desk to assist end users. Assess help desk trends to determine if additional analysis and action is necessary to improve customer satisfaction. Update and maintain the solution to ensure it reflects District business policies. Document process and configuration changes. Collaborate with end users, sub-system application owners, core system staff and the solution provider to troubleshoot application or integration issues. Manage order failures and communicate with appropriate parties to resolve

underlying technical issues. Monitor integration points, as well as the various sub-systems to ensure transactions are synchronizing across the integrated applications. Communicate issues and issue resolution recommendations to leadership and key stakeholders in a timely manner. Proactively develop and maintain working relationships with diverse vendors and third party solution partners to recognize cost savings, efficiencies, and safety standards. Coordinate supplier enablement activities with both District stakeholders and the solution provider. Develop internal marketing action plans to increase utilization of preferred suppliers.

Uses interpersonal, oral and written communication skills to present ideas concisely and to communicate effectively with various stakeholders and constituents within/outside the DCCCD network community. Comprehends and makes inferences from a variety of written material
Performs other duties as assigned.

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job and shall not be construed as a declaration of the total of the specific duties and responsibilities of any particular position. Incumbents may be directed to perform job-related tasks other than those specifically presented in this description. Position requires regular and predictable attendance.