

Job Title	HUB Coordinator
Job Code	9181
Exempt Status	Exempt
Position Status	
EEO Classification	

Job Summary

The Historically Underutilized Businesses (HUB) Coordinator, under general supervision, prepares, solicits, obtains, and evaluates bids, offers, and requests for proposals.

Essential Duties and Responsibilities

- Reviews purchase orders to ensure compliance with applicable rules and regulations, and awards purchase orders.
- Processes annual contract awards to master orders and records and updates contract data. Works with procurement card staff to ensure that the Procurement Card Program is in compliance with the rules and regulations as per the Procurement Card Program Guide.
- Develops HUB plans and goals. Participates in establishing HUB rules to ensure compliance with applicable State and System rules and regulations.
- Assists in guiding the formulation and interpretation of HUB policies and procedures for the University. Develops and implements techniques for evaluating program activities. Identifies revisions for the program.
- Generates monthly HUB reports.
- Assists HUB vendor with State Certification process, application to the Centralized Master Bidders List (CMBL), and trains HUB vendors in the University bid process and other State opportunities.
- Manages and directs the Mentor/Protégé program through examination of potential vendor participation and coordination with agencies. Facilitates compliance with HUB statutes by bringing general contractors and purchasers together with HUB certified vendors and skilled trade firms.
- Organizes vendor products and shows the benefit of using HUB vendors for procurement, as well as expanding the faculty and staff product knowledge.
- Reviews bids for HUB Subcontracting Plan compliance for the payment approval process.

This document represents the major duties, responsibilities, and authorities of this job, and is not intended to be a complete list of all tasks and functions. Other duties may be assigned.

Additional Responsibilities

Minimum Requirements

Education – Bachelor's degree in applicable field or equivalent combination of education and experience.

Experience – Three years of related experience

Knowledge of – Knowledge of word processing and spreadsheet applications.

Ability to – Ability to multitask and work cooperatively with others. Excellent verbal and written communication skills.

Licensing / Professional Certification – Certified Texas Procurement Manager (CTPM), Certified Purchasing Manager (CPM), and Certified Professional Public Buyer (CPB).

Physical Requirements – None.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Supervision of Others

This position may supervise employees.

Other Requirements