

Ball State University
Professional Position Description

Position #: 102132

Department: Purchasing Services

Dept Code: 134020

Position Title: Purchasing Systems Coordinator

Reports To: Director of Purchasing Services

Contract Type: Professional--Cont Contract (P1)

Revision Dates: 11/2012; 4/2014

Exempt1: Administrative

Exempt2:

Direct Reports: Purchasing Services Projects Assistant

Position Function:

Develop and oversee implementation and maintenance of electronic systems in the Purchasing Services Office within Business Affairs; coordinate and supervise technical assistance, analytical assistance, training and support for the existing purchasing systems; provide direct supervision to the Purchasing Services Project Assistant.

Duties/Responsibilities:

1. Plan, assign and review work, orient, train, and make recommendations in all areas related to supervision, including but not limited to, interviewing and selection, compensation, discipline, performance appraisal, and training and career development of personnel.
2. Coordinate and supervise campus-wide technical assistance for all computer systems as they relate to the Purchasing Services operation; ensure systems are optimized so that campus users can perform their tasks in the most efficient manner; ensure timely resolution to problems by providing fast and friendly customer service; provide support for SciQuest, Banner (as it relates to Purchasing), TMA & ER Portal.
3. Collaborate with Purchasing buyers and Central Stores management to recommend changes to the computerized systems to improve effectiveness of the business process using working knowledge of purchasing procedures and policies.
4. Oversee and supervise campus-wide print management program; oversee the collaboration and act as a liaison between the print vendor, the department, campus networking and the purchasing agent to ensure the optimal print products are being utilized throughout campus.
5. Supervise and coordinate the implementation of new electronic programs and systems for Purchasing Services; work with various internal and external constituencies during the development, implementation and service phases of new systems.

6. Coordinate systems analysis for purchasing systems, including analyzing results to develop solutions; coordinate and supervise the implementation of those solutions; train users; create multimedia presentations; conduct workshops; provide support, etc.
7. Collaborate with financial system development team and SciQuest technical problems; includes consult, examine, and oversee testing of applications.
8. Supervise and coordinate the development of reports for users with various report generators; includes create and modify programs, generate reports, download information, etc.; consult with systems programmers as needed.
9. Oversee the continual update and refreshing of the Purchasing Services home web page; includes coordination with multiple departments and staff members; provide analytical, technical and administrative work in the research, planning, and production of current media materials; create original computer graphics and interactive forms, including but not limited to, PowerPoint presentations, tech clips, and SciQuest forms.
10. Analyze and monitor quarterly fiscal system reports; includes review, evaluate, make adjustments and consult with development team.
11. Serve as Local Area Network (LAN) administrator; includes establish standards, ensure security, installation, operation and maintenance of the system.
12. Oversee and supervise the technical support, hardware configuration planning, installation, and maintenance of micro-computer systems and applications; includes consult with end users to determine needs; install parameters and configurations; assure that inventory system is maintained; work with UCS if supplemental services are required.
13. Maintain knowledge of technology advances and plan for the integration of new technologies and methodologies to meet information needs, including a working knowledge and support for various office technical equipment such as scanners, fax machines, PDA's, etc.; provide training to users as needed.
14. Perform other related duties as assigned.

Minimum Qualifications:

Education: Bachelor's degree or higher.

Experience: At least three years of systems support, training, or LAN administration experience.

Other: Excellent oral and written communication skills.

Additional Preferred Qualifications:

Education: Bachelor's degree or higher in business administration, management information systems, computer science, technology, or related field.

Experience: More than three years of related experience; supervisory experience; systems support and maintenance; web authoring experience.

Other: Familiarity with Adobe Captivate, Banner and SciQuest.