

Founded in 1927, Austin Peay State University is a comprehensive, state-assisted university with an enrollment of approximately 9,000 students. APSU was named in honor of the late Tennessee Governor Austin Peay, who served from 1923–1927.

With a main campus in Clarksville, Tenn. and a satellite campus on post at Fort Campbell, Ky., APSU is one of 47 universities, community colleges and technology centers in the Tennessee Board of Regents system, the sixth largest system of higher education in the nation. The University offers a full range of academic programs at the associate, baccalaureate and master's degree levels in the arts, sciences, business and selected professional programs. APSU offers 13 online degree programs and hundreds of Web-based classes. Among APSU's many points of distinction are its outstanding programs in the sciences, two centers of excellence in the creative arts and field biology and four chairs of excellence in the creative arts, business, free enterprise and nursing.

An integral part of Clarksville, a rapidly growing city of more than 100,000 located 45 minutes northwest of Nashville, the University led the state in enrollment growth in recent years. Since 2000, Austin Peay has renovated and erected numerous top-of-the-line facilities on its 160-acre main. Of the universities offering classes on post at Fort Campbell, only APSU has been given permission to construct its own building. The University enrolls more students at the Fort Campbell Center than the other five institutions combined.

**Manager
Purchasing
Regular Full-Time Position
Position 805100**

General Description

The Manager works under the general supervision of the Director of Purchasing and performs a variety of tasks in support of the operation of the Purchasing Department.

Primary Duties and Responsibilities

- Share responsibility with the Director for preparing highly complex contracts, purchase orders, and blanket purchase agreements; coordinate placement and implementation of those documents with the ordering organization's management and staff as required.
- Prepare complex bid investigations, evaluate bid proposals and issue purchase orders.
- Conduct formal bid openings, prepare bid analysis/spread sheets and submit data to end-user for review and approval.
- Review incoming complex contracts, negotiate changes with Contractors, write amendments and/or addendums and interface with TBR Purchasing office.
- Advise departments on vendor sources.
- Provide technical assistance with the Purchasing component of Banner.
- Provide assistance to faculty and staff utilizing her/his working knowledge of the Institution's policies and procedures to help departments define requirements, write specifications, and resolve problems with suppliers.
- Supervise and coordinate all internal matters related to department and technical/clerical support personnel.
- Share the responsibility for maintaining and updating the Purchasing Department's Web Site.
- Assume the duties and responsibilities of the Director of Purchasing during his/her absence.
- Serve as the Supervisor of the department's Buyer, Technical Clerk, Student Assistant(s) and personnel of subordinate departments.
- Authorized to sign purchase orders and agreements up to twenty-five thousand dollars (\$25,000.00) in total value without obtaining higher-level signature approval.
- Perform other job-related duties as assigned.

Essential Functions

- Ability to accurately prepare or approve specification for purchases, vendor selection for bids, and analysis of quotations.
- Ability to effectively evaluate bids submitted by vendors.
- Ability to interpret and enforce TN laws, TBR and University policies.
- Ability to communicate effectively.
- Ability to maintain confidentiality.
- Ability to interact in an effective and appropriate manner with diverse populations, the University community and the public.
- Ability to accurately advise the University faculty and staff on all phase of the purchasing process.
- Ability to effectively supervise personnel.
- Ability to effectively review complex contracts to ensure compliance with TN laws, TBR and University policies.

Required Minimum Qualifications

- Bachelor's degree with a strong emphasis in Business, Accounting, Economics, or a related field.
- Two years of purchasing experience preferably in higher education.
- Computer literacy.
- A background and credit check will be required of the successful applicant.

Additional Preferred Qualifications

- A working knowledge of the State of Tennessee laws, rules, and regulations is highly preferred.

IT IS A CLASS A MISDEMEANOR TO MISREPRESENT ACADEMIC CREDENTIALS