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| Strategic Sourcing Manager |

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| **Position Number:** | 00022190 |
| **Department:** | Strategic Procurement Services |
| **Campus:** | SWS |
| **Date of Issue:** | August 2013 |

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| **I.** | Primary Purpose of Position |
|  | The Strategic Sourcing Manager reports directly to the Strategic Sourcing Director and is responsible for managing Sourcing activities of goods and services in compliance with public competitive bid guidelines. This position’s responsibilities encompass approximately $25 million in addressable annual spend with the portfolio primarily consisting of high risk-low spend and/or low risk-high spend. The Sourcing Manager also is responsible for Supplier relationship Management (SRM) for the University’s Leverage and Bottleneck (high risk-low spend, high spend-low risk) Suppliers. This position is responsible for Sourcing goods and services used in the administration and support of University. Categories include but are not limited to:  Facilities, transportation services, energy, professional services, office supplies, travel, furniture, insurance, banking services, IT hardware/software, print, food, scientific equipment and supplies, marketing and other categories as appropriate to the position.  Specific responsibilities may include:   * identifying Sourcing initiatives through historical spend data analysis, industry opportunities, and campus and system office requests; * collaborating with subject matter experts from various University campuses and system office managers and administrators to develop Sourcing requirements and supplier evaluation criteria; * facilitating the procurement process including Request for Proposals (RFPs) for goods and services in compliance with State and University procurement guidelines; * managing the contracting process with providers of goods and services; and * providing on-going oversight of Supplier Relationship Management (SRM) for assigned vendors.   Success in this position involves facilitating collaborative stakeholder relationships; developing and maintaining subject matter expertise in key commodity and service categories; executing and managing competitive enterprise-wide contracts and supplier relationships; and meeting or exceeding annual Sourcing goals and savings targets. |
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| **II.** | Essential Duties | |
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|  | 1. | Implements Strategic Sourcing Methodology/SOP   * Executes sourcing initiatives following the prescribed framework for conducting Strategic Sourcing activities. * Calculates base-line spend and savings for category Sourcing initiatives. * Communicates, educates and obtains support for Strategic Sourcing methodology and process from key stakeholders throughout the University system. * Insures that Strategic Sourcing activity complies with all appropriate State and University mandates and guidelines for a competitive public procurement process. |
|  | 2. | Engages and Collaborates with University System Subject-matter-experts   * Facilitates collaboration with multi-campus advisory group(s), system office and campus managers and administrators for developing requirements, evaluating competitive bid proposals, selecting vendors and suppliers, and understanding category developments and opportunities. * Establishes communication mechanisms, in collaboration with Procurement Services, for keeping key stakeholder groups informed and engaged in Strategic Sourcing activity for the assigned Sourcing projects/vendors. |
|  | 3. | Identifies Strategic Sourcing Opportunities   * Works with Strategic Procurement staff to document category historic spend and the total cost of ownership (TCO) for key products and services and to identify opportunities within Sourcing. * Works with multi-campus based category advisory groups to understand demand, supplier trends and user requirements for potential Sourcing opportunities within assigned Sourcing category. * Develops a multi-year sourcing project portfolio (Pipeline) for assigned category with estimated costs and potential savings based on identified opportunities, expected demand, and contract renewal timing, |
|  | 4. | Manages Strategic Sourcing Initiatives   * Oversees Sourcing initiatives to ensure that goods and services are obtained at the lowest cost consistent with University requirements for quality, performance, service and availability (Best Value). * Promotes and maintains a public competitive procurement practice in compliance with all State, legislative, and University mandates and guidelines. * Engages multi-campus based category advisory groups in drafting requirements and evaluating bid responses as appropriate. * Meets or exceeds established performance goals for savings and customer satisfaction. * Executes other Sourcing initiatives as required and assigned by Strategic Sourcing Director. |
|  | 5. | Manages Contracts and Supplier Relationship Management (SRM)   * Facilitates contract execution with key category suppliers to ensure that required terms and conditions are included and that contract termination dates are tracked and managed. * Manages Supplier Relationships (SRM) for Leverage (high spend-low risk), or Bottleneck (high risk-low spend) vendors including monitoring and measuring performance relative to contract terms and conditions, service level agreements (SLAs), and key performance indicators (KPIs). |

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| **III.** | Nonessential Duties | |
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|  | 1. | Identifies continuous improvement opportunities throughout the Procurement function. |
|  | 2. | Executes other projects requiring self-direction, analysis, and interpretation as assigned by the Strategic Sourcing Director. |
| **IV.** | Supervisory Responsibilities | |
|  | None | |
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| **V.** | Reporting Relationship | |
|  | Reports to the Strategic Sourcing Director. | |
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| **VI.** | Knowledge, Skills and Abilities | |
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|  | ***Required:*** | |
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|  | 1. | Extensive experience running a competitive procurement process with multiple bidders for contracts with annual spending of $50,000 or more. |
|  | 2. | Experience facilitating contract process and managing supplier relationships. |
|  | 3. | Experience procuring facilities, transportation services, energy, professional services, office supplies, travel, furniture, insurance, banking services, IT hardware/software, print, food, scientific equipment and supplies, marketing and other Strategic categories. |
|  | 4. | Ability to formulate effective sourcing strategies that accomplish performance and savings goals, anticipate potential threats or opportunities, and are consistent with department goals and policies. |
|  | 5. | Ability to make clear and convincing oral presentations to individuals or groups and facilitates an open exchange of ideas. |
|  | 6. | Ability to persuade and gain cooperation from others to obtain information and accomplish goals. |
|  | 7. | Ability to manage and prioritize multiple responsibilities. |
|  | 8. | Proficiency with Microsoft Applications: Excel, Word. |

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|  | ***Preferred:*** | |
|  | 1. | Experience running a competitive procurement process in a non-profit and/or higher education organization of equivalent complexity as the University Maine System. |
|  | 2. | Experience executing initiatives following a structured Strategic Sourcing methodology and framework. |
|  | 3. | Experience conducting procurement related financial analysis including historical spend research, Sourcing savings estimates, return on investment calculations, and total cost of ownership projections. |
|  | 4. | Proficiency with Microsoft Applications: PowerPoint, Project. |
|  | 5. | Proficiency with ERP and eProcurement systems, and Sourcing Software. |
|  | 6. | Understanding of Maine State Procurement Law, Policy, and Process. |
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| **VII.** | Qualifications | | |
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|  | ***Required:*** | | |
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|  | 1. | | Bachelors degree or equivalent experience. |
|  | 2. | | Experience leading public or private sector procurement initiatives. |
|  | 3. | | Demonstrated project management experience. |
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|  | ***Preferred:*** | | |
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|  | 1. | | Masters degree in business administration or other applicable area of study. |
|  | 2. | | 2-3 years experience leading a public or private sector Strategic Sourcing category based initiatives in an institution with comparable to the complexity of University of Maine Systems. |
|  | 3. | | Professional Certification (e.g., C.P.M., C.P.S.M.). |
| **Note:** | | System-wide Services reserves the right to assign reasonably related additional duties and to change or reassign job duties. | | |

# Signatures

The signatures indicate the employee and immediate supervisor have reviewed the job description and had the opportunity to edit the document.

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| Employee |  | |  | Date |  |
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| Immediate Supervisor | |  |  | Date |  |