Senior Associate Vice President & Chief Procurement Integrity Officer

Job Title: Senior Associate Vice President and Chief Procurement Integrity Officer
FLSA: Exempt
Pay Grade: 118
Revised Date: September 2026

JOB SUMMARY:
The Senior Associate Vice President and Chief Procurement Integrity Officer serves as the University's chief procurement leader and strategic advisor, overseeing all procurement, sourcing, contracting, supplier management, procurement technology, and procurement compliance functions. Reporting to the Chief Financial Officer, the Senior Associate Vice President of Procurement and Chief Procurement Officer provides visionary leadership that advances institutional excellence through transparent, compliant, innovative, and technology-enabled procurement operations.

The Senior Associate Vice President and Chief Procurement Integrity Officer is responsible for developing and executing a comprehensive procurement strategy that aligns with the University's mission, strategic plan, operational priorities, and stewardship responsibilities while maintaining strict adherence to applicable federal and Texas state laws and regulations. The position leads enterprise-wide initiatives focused on procurement modernization, digital transformation, strategic sourcing, supplier diversity, operational efficiency, risk mitigation, contract optimization, and regulatory compliance.

As the University's Chief Procurement Officer, the incumbent serves as the institution's principal authority on procurement ethics, integrity, accountability, and compliance. The Senior Associate Vice President and Chief Procurement Integrity Officer ensures adherence to federal and state procurement laws, Texas Education Code requirements, Texas Government Code provisions, institutional policies, audit standards, grant regulations, and procurement best practices while fostering a culture of transparency, fairness, and public trust.

The ideal candidate is a forward-thinking procurement executive with demonstrated success implementing modern procurement technologies, leading organizational transformation, strengthening internal controls, improving customer service, optimizing supplier performance, and building high-performing procurement organizations in complex public-sector environments.

DISTINGUISHING CHARACTERISTICS:
- Strategic and visionary leadership
- Exceptional integrity and ethical judgment
- Strong knowledge of public procurement laws and regulations
- Technology-forward and innovation-focused mindset
- Data-driven decision-making capabilities
- Operational excellence and process improvement expertise
- Strong financial and business acumen
- Collaborative leadership style
- Excellent negotiation and relationship management skills

- Commitment to customer service and continuous improvement

DUTIES AND RESPONSIBILITIES:

Strategic Procurement Leadership

- Develop and implement a comprehensive procurement strategy aligned with institutional priorities, operational goals, compliance requirements, and financial objectives.
- Serve as the University's chief procurement officer and subject matter expert on procurement governance, policy, and strategy.
- Lead enterprise-wide strategic sourcing initiatives that improve value, reduce costs, mitigate risk, and enhance supplier performance.
- Establish long-term procurement roadmaps that support institutional growth, modernization, and operational excellence.
- Provide executive leadership and guidance regarding procurement trends, emerging risks, market conditions, and regulatory developments.
- Develop procurement performance metrics, dashboards, and key performance indicators to measure organizational effectiveness and outcomes.
- Promote a culture of accountability, transparency, customer service, innovation, and continuous improvement.

Procurement Integrity and Compliance

- Serve as the University's designated Procurement Integrity Officer.
- Ensure compliance with applicable federal regulations, the Texas Government Code, the Texas Education Code, the Texas Administrative Code, the Uniform Guidance, federal grant requirements, and institutional policies.
- Develop, maintain, and enforce procurement policies, procedures, internal controls, and governance frameworks.
- Lead procurement ethics initiatives and promote the highest standards of integrity, fairness, and public accountability.
- Investigate procurement irregularities, conflicts of interest, ethics concerns, and compliance issues.
- Coordinate procurement-related audits, reviews, investigations, and corrective action plans.
- Monitor procurement activities to ensure adherence to competitive solicitation requirements and contracting standards.
- Provide compliance oversight for cooperative purchasing, strategic contracts, sole source procurements, emergency purchases, and grant-funded acquisitions.
- Maintain procurement records and documentation standards supporting audit readiness and regulatory compliance.
- Coordinate vendor performance reviews and reporting to the state, as appropriate
- Collaborate with Internal Audit, Legal Affairs, Compliance, Risk Management, and external regulatory agencies.

Technology Modernization and Digital Transformation

- Lead the modernization of procurement operations through implementation and optimization of procurement technologies and digital platforms.
- Develop and execute a procurement technology strategy that enhances automation, transparency, analytics, and user experience.
- Oversee electronic procurement systems including eProcurement, strategic sourcing, contract lifecycle management, supplier management, spend analytics, and procure-to-pay platforms.
- Champion automation initiatives that reduce manual processes and improve operational efficiency.
- Implement advanced reporting, business intelligence, artificial intelligence, and predictive analytics capabilities to support procurement decision-making.
- Collaborate with Information Technology leadership to ensure procurement systems align with institutional technology architecture and cybersecurity standards.
- Promote digital workflows, paperless processes, electronic approvals, and self-service procurement capabilities.
- Identify emerging technologies and innovative solutions that improve procurement performance and stakeholder engagement.
- Ensure procurement technology investments support scalability, compliance, transparency, and operational effectiveness.

Operational Excellence and Process Improvement

- Lead continuous improvement initiatives designed to streamline procurement processes and enhance service delivery.
- Apply Lean, Six Sigma, process optimization, and operational excellence methodologies to procurement operations.
- Establish service level agreements and performance standards for procurement functions.
- Reduce procurement cycle times while maintaining compliance and internal control requirements.
- Utilize data analytics to identify inefficiencies, opportunities for savings, process bottlenecks, and performance trends.
- Standardize procurement practices across the institution to improve consistency and operational effectiveness.
- Develop procurement operating models that support institutional agility and responsiveness.
- Lead change management efforts associated with procurement transformation initiatives.

Strategic Sourcing and Supplier Management

- Direct strategic sourcing programs that maximize value and strengthen supplier relationships.
- Develop category management strategies for major spend areas including technology, construction, professional services, facilities, research, and administrative operations.
- Lead complex negotiations involving high-value contracts and enterprise agreements.
- Establish supplier performance management programs and vendor evaluation frameworks.
- Monitor supplier risk, financial stability, compliance performance, and service quality.

- Promote supplier innovation and collaborative partnerships that support institutional objectives.
- Expand supplier diversity and small business participation initiatives consistent with state requirements and institutional goals.
- Develop sourcing strategies that support sustainability, resilience, and long-term value creation.

Contract Administration and Risk Management

- Oversee procurement-related contract administration and contracting processes.
- Ensure contractual agreements appropriately address legal, financial, operational, cybersecurity, data privacy, and compliance risks.
- Collaborate with Legal Affairs and stakeholders regarding contract review, negotiation, and execution.
- Establish contract lifecycle management practices that improve visibility and accountability.
- Monitor contract performance, compliance obligations, and renewal activities.
- Develop risk assessment methodologies for procurement and supplier activities.
- Implement controls designed to mitigate fraud, waste, abuse, and procurement-related risks.

Financial Stewardship and Resource Management

- Provide fiscal leadership and stewardship of institutional procurement expenditures.
- Identify cost savings, cost avoidance, revenue enhancement, and value optimization opportunities.
- Monitor procurement performance against budgetary objectives and strategic targets.
- Support responsible allocation of institutional resources through strategic purchasing decisions.
- Develop financial analyses and procurement business cases supporting executive decision-making.
- Ensure procurement activities maximize value while maintaining regulatory compliance and operational effectiveness.

Leadership and Organizational Development

- Lead, mentor, and develop procurement professionals and support staff.
- Foster a high-performance culture focused on accountability, customer service, innovation, and professional growth.
- Establish workforce development strategies that build procurement competencies and succession planning.
- Promote professional certifications, continuing education, and industry engagement.
- Develop collaborative partnerships across academic and administrative units.
- Serve as a trusted advisor to executive leadership regarding procurement strategy and risk.

Stakeholder Engagement and Customer Experience

- Build strong partnerships with faculty, staff, administrators, researchers, and external stakeholders.
- Develop customer-focused procurement services that support institutional needs while maintaining compliance.
- Lead procurement education and outreach initiatives across the University.

- Promote transparency and communication regarding procurement policies, procedures, and opportunities.
- Serve as the institutional representative with state agencies, procurement organizations, professional associations, and external partners.
- Perform other job-related duties as assigned.

MINIMUM REQUIREMENTS:

Education and Experience:

- Bachelor's degree from an accredited institution in Business Administration, Supply Chain Management, Procurement, Public Administration, Finance, Law, Information Systems, or related field.
- Seven (7) years of progressively responsible procurement leadership experience.
- Five (5) years of supervisory or management experience.
- Demonstrated experience leading public procurement operations in higher education, government, healthcare, or similarly regulated environments.
- Experience overseeing competitive solicitations, contract negotiations, supplier management, and procurement compliance programs.
- Demonstrated success leading technology modernization, digital transformation, and process improvement initiatives.
- Experience managing enterprise procurement systems and procurement analytics programs.
- Demonstrated knowledge of procurement governance, risk management, and internal controls.

Preferred:

- Master's degree in business administration, Public Administration, Supply Chain Management, Finance, Law, or related discipline.
- Experience working with various platforms, including Banner, Jagger, etc.
- Experience in Texas public higher education procurement.
- Experience serving as a chief procurement officer, procurement director, or procurement compliance leader.
- Experience implementing eProcurement, strategic sourcing, procure-to-pay, contract management, and spend analytics platforms.
- Experience with strategic sourcing, category management, Lean process improvement, and operational excellence methodologies.
- Demonstrated success managing procurement audits and regulatory reviews.
- Experience leading large-scale organizational transformation initiatives.

Licenses, Registrations, Certifications, or Special Requirements:

Required Certifications

- Must hold (or be able to obtain within a specified period) procurement certifications issued or recognized by the Texas Comptroller of Public Accounts, such as:
  - Certified Texas Contract Developer (CTCD)
  - Certified Texas Contract Manager (CTCM)
- Demonstrated knowledge of Federal and Texas state procurement statutes and rules is required

Preferred certifications include one or more of the following:

• Certified Professional Public Buyer (CPPB)
• Certified Public Procurement Officer (CPPO)
• Certified Professional in Supply Management (CPSM)
• Certified Purchasing Manager (C.P.M.)
• Certified Procurement Professional (NIGP-CPP)
• Lean Six Sigma Certification
• Project Management Professional (PMP)

Knowledge, Skills, and Abilities:
Knowledge of:

- Texas public procurement laws and regulations
- Higher education procurement practices
- Strategic sourcing and category management
- Procurement technologies and digital transformation
- Contract administration and negotiation
- Risk management and internal controls
- Supplier diversity programs
- Federal grant procurement requirements
- Data analytics and performance measurement
- Operational excellence methodologies

Skill in:

- Strategic planning and execution
- Leadership and organizational development
- Negotiation and conflict resolution
- Financial analysis and business case development
- Procurement technology implementation
- Process redesign and continuous improvement
- Relationship management and stakeholder engagement
- Oral and written communication
- Data analysis and reporting

Ability to:

- Lead complex organizational change initiatives
- Interpret and apply procurement regulations and policies
- Develop innovative procurement solutions
- Build consensus among diverse stakeholders
- Manage competing priorities in a dynamic environment
- Exercise sound judgment and ethical decision-making
- Analyze complex procurement and contractual issues
- Communicate effectively with executive leadership, governing boards, regulatory agencies, and external partners
- Maintain the security and integrity of critical procurement systems, institutional data, and financial operations

WORK ENVIRONMENT AND PHYSICAL DEMAND:

Work is performed primarily in a professional office environment. Duties may require attendance at meetings, conferences, training programs, supplier events, and institutional functions. Occasional travel may be required. Physical demands are generally limited to normal office activities including sitting, standing, walking, lifting light materials, and operating standard office equipment.

This job description is intended to be generic in nature and describe the essential functions of the job. It is not necessarily an exhaustive list of all duties and responsibilities. The essential duties, functions and responsibilities may vary based on the specific tasks assigned to the position.