

Executive Director, Procurement and Administrative
Services
Lee College

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Posted Dec. 18, 2025, set to expire Dec. 26, 2025

Job Title	Executive Director, Procurement and Administrative Services
Department	
Institution	Lee College Baytown, Texas
Date Posted	Dec. 18, 2025
Application Deadline	12/26/2025
Position Start Date	Available immediately
Job Categories	Director/Manager
Academic Field(s)	Administration - Other Administration - Accounting & Finance
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Job Description

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Executive Director, Procurement and Administrative Services

Salary: \$105,768 - \$111,163

Job Type: Full-Time

Job Number: FY2300653

Location: Main Campus - Baytown, TX

Division: Finance

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Position Overview

Starting Salary Range is \$105,768 - \$111,163. The initial salary offer is commensurate with education and related work experience. The Executive Director of Procurement and Administrative Services provides strategic leadership, direction, and oversight for the College's centralized procurement operations. This role ensures the efficient, ethical, and compliant acquisition and movement of goods, services, and equipment necessary to support academic and administrative functions. The Executive Director drives institution-wide procurement strategy, modernizes processes, and fosters a culture of stewardship, compliance, and continuous improvement.

Essential Duties & Responsibilities

Strategic Leadership & Planning

- Develop and execute a comprehensive procurement strategy aligned with institutional priorities, budget goals, and long-term sustainability initiatives.
- Lead strategic sourcing initiatives to deliver cost savings, value improvements, and risk reduction.
- Establish performance metrics, dashboards, and reporting tools to monitor procurement effectiveness.
- Oversee daily operations for receiving, inspecting, logging, and distributing all incoming shipments, including packages, freight, research materials, and equipment.
- Administer the institution's surplus property program, including pickup, inventory, warehousing, redistribution, sale, donation, and disposal of assets.
- Serve as a key advisor to senior leadership on procurement trends, policies, and opportunities.

Procurement Operations Management

- Oversee end-to-end procurement processes including competitive bidding, contract negotiation, supplier selection, purchasing, and compliance.
- Manage the institution's eProcurement and ERP procurement systems; champion process automation and digital transformation.
- Ensure adherence to federal, state, and institutional regulations (e.g., Uniform Guidance, state procurement rules).
- Maintain robust internal controls to mitigate financial, operational, and reputational risk.

Contract & Supplier Management

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- Lead contract negotiation and administration, optimizing terms, pricing, service levels, and supplier performance.
- Build and maintain strategic supplier relationships to support institutional needs in academics, research, technology, construction, and auxiliary services.
- Oversee the creation, review, and renewal of procurement contracts, agreements, and MOUs.
- Implement supplier diversity strategies to support inclusive procurement practices.

Shipping & Receiving, Surplus Property Operations

- Oversee daily operations for receiving, inspecting, logging, and distributing all incoming shipments, including packages, freight, research materials, and equipment.
- Supervise timely delivery of goods across campus, including furniture, materials, equipment, and specialty shipments.
- Administer the institution's surplus property program, including pickup, inventory, warehousing, redistribution, sale, donation, and disposal of assets.

Financial Stewardship

- Identify and drive cost-savings initiatives, cost-avoidance opportunities, and value-added procurement outcomes.
- Partner with Finance, Budget [\[AS1\]](#), and departmental leaders to ensure transparent, responsible spending practices.
- Monitor procurement budget, operational costs, and savings targets.

Policy, Compliance, & Governance

- Develop, update, and enforce procurement policies, guidelines, and standard operating procedures.
- Ensure compliance with all applicable laws, regulations, grant requirements, and ethical standards.
- Lead training and outreach programs to educate faculty and staff on procurement best practices and policy compliance.

Leadership & Team Development

- Lead, mentor, and evaluate procurement staff, fostering a collaborative, service-oriented culture.
- Attract and retain high-performing talent in procurement, contracting, accounts payable, and strategic sourcing roles.
- Partner with campus stakeholders to understand needs, improve service delivery, and promote

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effective procurement practices.

Additional Duties & Responsibilities

Perform other duties as assigned.

Minimum Education, Experience, Knowledge, Skills & Abilities

Required

- Bachelor's degree in Business, Supply Chain Management, Finance, or related field.
- Five plus (5+) years of progressively responsible procurement experience, with five plus (5+) years in a leadership role.
- Demonstrated experience managing large-scale procurement operations or supply chain functions.
- Knowledge of public procurement regulations, higher education environment, and ethical purchasing standards.
- Strong negotiation, analytical, and contract management skills.
- Proficiency with procurement technologies, ERP systems, and eProcurement platforms.

Preferred

- Master's degree in Business Administration, Public Administration, or related field.
- Professional certifications such as CPSM, CPPO, CPPB, or related credentials.
- Experience in a higher education, nonprofit, or public-sector procurement environment.
- Familiarity with federal Uniform Guidance (2 CFR 200) and grant-compliant purchasing.

Lee College does not discriminate on the basis of race, color, religion, sex (including pregnancy, gender identity and sexual orientation), national origin, age, disability, veteran status, genetic information or any other basis protected by law.

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Contact Information

Please reference Academickeys in your cover letter when
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Contact

N/A

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