UNIVERSITY OF RHODE ISLAND

Position Description

TITLE: Assistant Director, Purchasing
DIVISION: Administration
REPORTS TO: Director of Purchasing
GRADE: 12
SUPERVISES: Clerical Staff

BASIC FUNCTION:

Support the Director in the overall management of the Purchasing Department. Develop, coordinate and maintain training programs relating to Purchasing Policies and Procedures for new and existing URI employees who are responsible for procurements within a department. Develop and maintain strong professional relationships with on-campus and off-campus departments, working with these entities to improve University purchasing practices.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Advise, support and consult with the director on matters relating to the Purchasing Department activities. Supervise and coordinate the selection, training, and supervision of the clerical staff.

Assist the Director in administering the procurement operations of all campuses to insure compliance with State and University rules and regulations and the general laws.

Manage complex procurement transactions.

Conduct on-going training classes relating to purchasing policies and procedures.

Exercise discretionary judgment with regard to special circumstances and problem resolution.

Analyze new modules within PeopleSoft (PS) Financials to streamline the procurement process.
Assist the Director with upgrades to the PS Financials Purchasing Module.

Work with the Director in the establishment and maintenance of purchasing policies and procedures for Purchasing personnel.

Work with the Director in the establishment and maintaining of purchasing policies and procedures used by University departments.

Assist in training of all Purchasing personnel.

**OTHER DUTIES AND RESPONSIBILITIES:**

In the absence of the Director, direct the services of the Purchasing Department.

In the absence of the Director, review and sign off on all departmental requisitions.

In the absence of the Director, manage and supervise the Assistant University Purchasing Agents.

Provide guidance to the University Purchasing Agents with the procurement of complex goods and services including the negotiation processes involved.

In conjunction with the Director, serve as the University’s liaison with the State Office of Purchases, General Services Administration and State Building Commission.

Develop and improve procurement strategies in conjunction with the changing workplace, e.g., the implementation of waste minimization procedures to limit negative environmental considerations.

Perform other duties as required.

**LICENSES, TOOLS AND EQUIPMENT:**

Personal computers, printers, word processing and spreadsheet software. Experience with electronic purchasing modules, preferably PeopleSoft.

**ENVIRONMENTAL CONDITIONS:**

This position is not substantially exposed to adverse environmental conditions.
QUALIFICATIONS:

**Required:** Bachelor’s degree in business administration or related field; minimum of three years of purchasing experience in public or private employment, which includes high-volume and complex purchasing activity; experience with on-line purchasing systems, e.g., PeopleSoft Financials; demonstrated strong computer skills, including experience using database and spreadsheet software; demonstrated ability to organize, coordinate and supervise support staff; strong interpersonal skills, and written and oral communication skills; demonstrated ability to work independently and to take initiative; ability to interpret institutional policies, plans, objectives, rules and regulations, and to communicate the interpretations to others.

ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.