UNIVERSITY OF RHODE ISLAND

Position Description

TITLE: Assistant University Purchasing Agent

DIVISION: Business and Finance

REPORTS TO: University Purchasing Agent

GRADE: 10

SUPERVISES: Buyers, purchasing analyst and support staff

BASIC FUNCTION:

Assist the University Purchasing Agent in managing and directing the procurement functions for the University's campuses, with specific emphasis on the procurement functions of the research community.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Assist in the administration of the procurement operations of all campuses to insure compliance with state rules and regulations and the general laws.

Participate in the development, management and implementation of programs and standards as they relate to the University's purchasing policies and procedures.

Assist in the development and implementation of contracts and agreements related to procurement activities.

Assist in preparing and presenting management reports on purchasing activities regarding the various funds sources and document utilization.

Serve as the Purchasing Department's liaison with the Research community to ensure customer satisfaction. Ensure that they have sufficient knowledge of the system which will provide maximum benefit to their activities as well as this Department.

OTHER DUTIES AND RESPONSIBILITIES:

Prepare and conduct training sessions for other offices and departments throughout the University on the policies and procedures of the Purchasing Section.

Perform advanced technical work and supervision in the procurement of complex goods or services including the negotiation processes involved.
Evaluate procedures and forms being used and recommend necessary revisions to promote efficiency and effectiveness.

Provide user level information on the automated procurement system to the Purchasing Agent for further development and recommend changes to promote efficiency.

LICENSES, TOOLS AND EQUIPMENT:

Personal computers, printers and word processing, database management and spreadsheet software.

ENVIRONMENTAL CONDITIONS:

The incumbent is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

Bachelor's degree in business administration or related field and two years of purchasing experience in public or private employment with high volume of purchasing activity required, OR associate's degree in business administration or related field with minimum of five years of purchasing experience in public or private employment with high volume of purchasing activity required. Experience in research activity procurement and contract administration at an institution of higher education or in the public sector preferred. This position requires that the incumbent be able to organize, coordinate and supervise support staff. Must be able to interpret institutional policies, plans, objectives, rules and regulations and communicate the interpretation to subordinates and others. Must possess strong interpersonal skills, as well as excellent written and verbal communication skills. Must have had experience using personal computers and word processing software.

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