UNIVERSITY OF RHODE ISLAND

Position Description

TITLE: Director, Purchasing & University Stores

DIVISION: Business and Finance

REPORTS TO: Assistant Vice President, Business Services

GRADE: 15

SUPERVISES: Purchasing and University Stores support staff

BASIC FUNCTION:

Manage and direct the procurement function and the University Stores functions and operations for the University’s campuses.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Administer the procurement operations of all campuses to insure compliance with State and University rules and regulations and the general laws.

Administer the three University Stores operations which includes warehouse and supply office, custodial, automotive and trade shop supplies.

Develop and manage programs and standards as they relate to the University’s purchasing policies and procedures.

Prepare and present periodic management reports on purchasing activities regarding the various fund sources and document utilization.

Prepare and present periodic inventory reports of the individual store operations.

Serve as the University’s liaison with the State Office of Purchases, General Services Administration and State Building Commission.

Overall supervision, direction and training of Purchasing and University Stores personnel.

Develop, prepare and administer the Purchasing and University Stores annual budgets.
OTHER DUTIES AND RESPONSIBILITIES:

Prepare and conduct training sessions/workshops for other offices and departments throughout the University concerning the policies and procedures of the Purchasing Office and other units within the realm of responsibility of this position.

Perform advanced technical work and supervision in the procurement of complex goods or services including the negotiation processes involved.

Maintain systems to support volume of purchases made by the University.

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

Evaluate procedures and forms being used and make necessary revisions to promote efficiency and effectiveness within the various units.

Maximize joint purchasing opportunities between departments and institutions.

Provide leadership for the planning and implementation of an automated procurement and receiving system.

Oversee technical support for stores and procurement operations.

Ensure continuation and maintenance of internal databases that are used as a management tool for reporting purposes.

Maintain delegation of procurement authority as granted by the State and expand additional authority and benefits as opportunities arise.

Represent Assistant Vice President for Business Services as necessary.

Perform other duties as required.

LICENSES, TOOLS AND EQUIPMENT:

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

ENVIRONMENTAL CONDITIONS:

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

Bachelor’s degree in business administration or related field and five years of experience as a purchasing agent in public or private employment with large-scale purchasing activity OR associate’s degree in business administration or related field and ten years of experience as a purchasing agent in public or private employment with large-scale purchasing activity required. Experience in warehousing management procedures required. 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 and possess strong interpersonal skills. Must be able to prepare and present detailed studies and reports to include recommendations concerning the substance presentations before small, medium and large groups of people.

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