

Job Code.....100255
Position #:(PSA) .(E).108647
Developed by:.....BG;JLP;TA
Reviewed by:JWV, TA, LK, DLJ
Approved by:.....LK
Date:10/11,7/18,9/29/22

UNIVERSITY OF RHODE ISLAND

Position Description

TITLE: Assistant Director, Purchasing
DIVISION: Administration and Finance (Purchasing)
REPORTS TO: Director of Purchasing
GRADE: 12
SUPERVISES: Technical and Support Staff

BASIC FUNCTION:

Assist the Director in the overall administration and management of the Purchasing Department. Provide the Director with information and analyses for planning and/or report purposes. Assist the Director with routine financial, personnel and administrative matters for the Purchasing department.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Advise, support and consult with the director on matters relating to the Purchasing Department activities.

Develop, maintain, and conduct training programs relating to Purchasing Policies and Procedures for new and existing URI employees who are responsible for procurements within a department.

Supervise and coordinate the selection, training, and supervision of all Purchasing technical and support 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.

Develop and maintain strong professional relationships with on-campus and off-campus departments, working with these entities to improve University purchasing practices.

Assist the Director with annual budget development, oversight of operating budgets, and management of all procurements and expenditures for the Purchasing department.

Assistant Director, Purchasing (PSA - 100255) Page 2 of 3

Assist the Director in supporting the expansion of delegated authority, assisting with assessments, analyses, and impact statements as needed.

Assist the Director in evaluating procedures and data management systems being used, recommending revisions to promote efficiency and effectiveness within the various units.

Exercise discretionary judgment with regard to special circumstances and problem resolution within the thresholds established under State and Council regulations and/or delegated authority.

Analyze new modules within PeopleSoft (PS) Financials or other financial systems as may be required to streamline the procurement process.

Assist the Director with upgrades to the PS Financials Purchasing Module or other financial systems as may be required.

Work with the Director in the establishment and maintenance of purchasing policies and procedures for Purchasing personnel and those used by University departments.

OTHER DUTIES AND RESPONSIBILITIES:

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

In the absence of the Director, manage and supervise all Purchasing professional staff.

Represent the Director within the University and with outside agencies as needed.

Provide guidance to the University Purchasing Agents and other Purchasing staff 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, Department of 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 duties of the Asst. University Purchasing Agents and other Purchasing professional and technical staff as required to successfully manage the flow of procurement transactions required to serve the University.

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; Minimum of three years of purchasing experience in public or private employment (including high-volume and complex purchasing activity); Demonstrated experience with on-line purchasing systems (e.g., PeopleSoft Financials); Demonstrated computer skills (i.e., database and spreadsheet software); Demonstrated supervisory experience; Demonstrated strong interpersonal and verbal communication skills; Demonstrated proficiency in written communication skills; Demonstrated customer service skills; Demonstrated ability to work independently; Demonstrated ability to work with diverse groups/populations; and, Demonstrated ability to interpret institutional policies, plans, objectives, rules and regulations, and to communicate the interpretations to others.

PREFERRED: Master's degree; and, Minimum of three years of purchasing experience in a higher education or state agency environment.

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