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Developed by:AR
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UNIVERSITY OF RHODE ISLAND
Position Description

TITLE: Assistant Vice President for Procurement and University Purchasing Agent

DIVISION: Administration and Finance (Purchasing)

REPORTS TO: Vice President for Administration and Finance

GRADE: 18

SUPERVISES: Professional and administrative support staff

BASIC FUNCTION:

Responsible for developing effective procurement strategies, overseeing the locating of cost-effective sources and suppliers, and managing the supply chain from initial requisition to invoice payment, including day-to-day supervision of procure-to-pay operations, related accounting operations and procurement staff. Lead cost optimization initiatives and drive quality and innovation in University operations through the development of strategic sources, compliance with State, Federal, and University policies and procedures governing procurement, effective vendor negotiation, and staff development and training.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Develop, manage, and staff the procure-to-pay process from end to end, including strategic sourcing of goods and services, supply chain logistics, contracting for goods and services, spend analytics, travel services, and vendor management.

Serve as a member of the Division of Administration & Finance leadership team, working closely with the (VPAF/CPO) to establish and implement Strategic Procurement's mission and goals. Develop, recommend, and implement new and innovative methods and processes to accomplish unit objectives while ensuring compliance with statutory and regulatory requirements.

Prepare the annual budget and monitor department expenditures.

Lead large-scale projects in support of the University's implementation of Jaggaer, the University's enhanced procure-to-pay and sourcing system and the deployment of future efficiency projects such as PCard and University travel and expense software solutions.

Develop and implement University-wide procurement policies, procedures, and process improvements. Initiate process improvements. Provide quantitative and qualitative analysis of the University's procurement activities. Build consensus and represent the department during implementation and training of the new eProcurement system.

Oversee team members' work in market assessments, RFPs, bid strategy development, supplier negotiations, and with contract development and implementation activities, including but not limited to complex services contracts and the acquisition of high dollar value equipment purchases that support a wide variety of university needs. Actively participate in strategic procurement initiatives while collaborating with external groups and stakeholders.

Serve in a consultative role with peers throughout the University by determining how the Procurement organization can assist each department to achieve their goals. Develop an understanding of each department's unique purchasing needs and budgets and developing sourcing plans and strategies that best meet those needs.

Develop strong collaborative relationships with key internal stakeholders to strategically manage capital project contracts and vendor relationships. Serve as subject matter expert in consulting with university business units on negotiation strategies, contract review, vendor management, procurement laws, regulations, policies, dispute resolution, and best practices.

Ensure compliance with and interpret all applicable Federal and State rules and regulations, e.g., Rhode Island General Laws, Uniform Guidance, and the requirements of other Federal and State agencies having jurisdiction over the acquisition of products and services for the University community.

Oversee payment operations for the University, including accounts payable, vendor maintenance, check distribution, purchasing card, travel, and vendor management, delivering efficient, timely payment processing in order to enable the University to demand from vendors the best available pricing and payment terms while ensuring vendor compliance with contractual terms. Develop and implement policy, procedures, and best practices to assure streamlined processing and robust internal controls. Coordinate closely with the Office of the Controller to ensure systems and procedures are tightly integrated with the University's overall financial policies, procedures, and practices.

Actively participate in a variety of procurement organizations, such as the National Association of Education of Procurement (NAEP), including promotion of consortia activities and professional development opportunities.

Develop, manage, track, and report unit-wide metrics and key performance indicators as defined by the University strategic plan and its subplans. Generate metrics that enable effective performance comparison with the procurement units of other similar organizations.

Prepare complex reports, presentations, and other documents in response to University constituents, vendors, and state and federal regulatory agencies. Respond to inquiries, requests, and complaints from university administration and personnel relative to the procurement policies and procedures and other areas of responsibility.

OTHER DUTIES AND RESPONSIBILITIES:

Perform other related duties as required.

LICENSES, TOOLS, AND EQUIPMENT:

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

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

REQUIRED: Advanced degree in Business Administration, Public Administration, or related field; Minimum ten years of experience in procurement management, sourcing administration and negotiation, with a minimum of five years of experience at the supervisory level; Demonstrated knowledge of principles of procurement, compliance, procurement law, familiarity of State and procurement statutes, federal regulations, and other public procurement in a state or federal environment; Demonstrated understanding of significance of and commitment to supplier diversity programs; Demonstrated leadership and organizational skills; Demonstrated project management and planning skills; Demonstrated strong interpersonal and verbal communication skills; Demonstrated proficiency in written communication skills; Demonstrated ability to work effectively with all levels of employees and management; Demonstrated knowledge of academic institutional program needs, including research and outreach programs and information technology needs; Demonstrated ability to analyze market trends and benchmarks for best practices and to develop specifications; Demonstrated computer and technical skills, with an emphasis on data management; Demonstrated mentoring, coaching, and team development skills; Demonstrated experience making presentations that represent the department and University to external groups; and Demonstrated ability to work with diverse groups/populations.

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