

Class Code:.....0262
Position #: (PSA). (E). 8811
Developed by:.....TEP
Reviewed by:.....DLJ
Approved by:.....LK
Date:11/92; 09/95; 11/07;
07/16; 02/18

UNIVERSITY OF RHODE ISLAND

Position Description

TITLE: Assistant University Purchasing Agent
DIVISION: Administration and Finance (Purchasing)
REPORTS TO: University Purchasing Agent
GRADE: 10
SUPERVISES: Support staff

BASIC FUNCTION:

Assist the University Purchasing Agent in managing and directing the procurement functions for the University's campuses, which include the procurement functions of the academic, administrative and research community.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Assist in the administration of the procurement operations of all campuses to ensure 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 the development and implementation of various PeopleSoft modules or related procurement software.

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 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.

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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; Microsoft programs.

ENVIRONMENTAL CONDITIONS:

The incumbent is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

REQUIRED: Bachelor's degree with two years of purchasing experience in public or private employment OR Associate's degree with five years of purchasing experience in public or private employment; Demonstrated organizational skills; Demonstrated supervisory experience; Demonstrated strong interpersonal and verbal communications skills; Demonstrated proficiency in written communication skills; Demonstrated experience with Microsoft programs, (including Word and Excel); and, Demonstrated ability to work with diverse groups/populations.

PREFERRED: Demonstrated experience in research activity procurement and contract administration at an institution of higher education or in the public sector; and, Demonstrated PeopleSoft Financials experience.

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