

Class Code:.....1271  
Position #: (NUNC).....(E)  
Developed by:.....SG;JP  
Reviewed by:.....JVW;DLJ  
Approved by:.....AMC  
Date:.....6/01;2/18

**UNIVERSITY OF RHODE ISLAND**

**Position Description**

**TITLE:** Director, Purchasing  
**DIVISION:** Administration and Finance  
**REPORTS TO:** Assistant Vice President, Business Services  
**GRADE:** 15  
**SUPERVISES:** Purchasing staff

**BASIC FUNCTION:**

Manage and direct the procurement functions and operations for all University campuses.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

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

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

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

Serve as the University's liaison with the Department of Administration, State Division of Purchases, and the Office of the Postsecondary Education Commissioner as it pertains to institutional procurement.

Overall supervision, direction and training of Purchasing personnel.

Develop, prepare and administer the Purchasing annual budgets.

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

Represent the University in supporting the expansion of delegated authority during trial periods as authorized by the state. Provide assessments, analyses, recommendations, and impact statements, including budgetary, personnel and technical resource implications for use by the VP of Administration and Finance.

Perform duties of Asst. University Purchasing Agents as required to successfully manage the flow of procurement transactions required to serve the University.

**OTHER DUTIES AND RESPONSIBILITIES:**

Prepare and conduct training sessions/workshops for other offices and departments throughout the University concerning the use of technology-based procurement systems, the policies and procedures of the Purchasing Office and other procurement-related initiatives within the realm of responsibility of this position.

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

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

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

Represent the 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, procurement management systems and spreadsheet software.

**ENVIRONMENTAL CONDITIONS:**

This position is not substantially exposed to adverse environmental conditions.

**QUALIFICATIONS:**

**REQUIRED:** Bachelor's degree in Business Administration or related field; Minimum of five years of experience as a purchasing agent in public or private employment with large scale purchasing activity; Demonstrated supervisory experience; Demonstrated ability to interpret institutional policies, plans, objectives, rules and regulations and communicate the interpretation to subordinates and others; Demonstrated strong interpersonal and verbal communication skills; Demonstrated proficiency in written communication skills; Demonstrated skills in establishing and maintaining effective working relationships with co-workers and a variety of internal and external personnel; Demonstrated ability to prepare and present detailed studies and reports to include recommendations concerning the substance of the studies and reports; Demonstrated customer service skills; Demonstrated ability to be a team leader and to work collaboratively with other team members; Demonstrated ability to prioritize workloads; Demonstrated problem solving and decision-making skills; Demonstrated experience with on-line purchasing and financial systems (e.g. PeopleSoft Financials); Demonstrated computer skills (including database and spreadsheet software); and, Demonstrated ability to work with diverse groups and populations.

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**PREFERRED:** Master's degree in Business Administration or related field; and, Minimum of three years in a higher education or state agency environment.

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