

Job Code: 101391
Position #: (PSA) .. (E)
Developed by: TA
Reviewed by: DLJ, LK
Approved by: LK
Date: 08/19

UNIVERSITY OF RHODE ISLAND
Position Description

TITLE: Coordinator, Purchasing
DIVISION: Administration & Finance (Purchasing)
REPORTS TO: Director of Purchasing (Purchasing Agent)
GRADE: 7
SUPERVISES: May supervise the work of support staff and student assistant(s)

BASIC FUNCTION:

Assist the Director and the Assistant Director of Purchasing in the day-to-day operational functions of the Purchasing Department. Conduct the procurement of high volume and defined scope goods and services through established contracts. Manage reporting requirements of the Purchasing Department.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Conduct procurement activities through URI internal vendors.

Conduct procurements for high volume / defined scope goods and services through State and University Price Agreements and/or contract awards that are less complex but require strong coordination and oversight.

Assist in the development, documentation and management of the Purchasing Departments operational systems.

Assist in the development and maintenance of office procedures and files.

Assist in the financial administration of the office budget, procurement and accounting paperwork related to office purchases, payroll reporting, and other financial matters.

Assist in the coordination and development of the Purchasing Department website and maintain and update content on a regular basis. Assist in developing procedures to regularly update the campus community as well as the AVPs and VP for Administration and Finance.

Update and maintain manuals for the Purchasing Department as well as instructional manuals for use by the University Community.

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Provide the Director with administrative support, including hiring student employees and arranging internships.

Assist with the collection and maintenance of data for reporting to the State as required through delegated authority, as well as preparing presentations and other reports as needed.

Generate ad hoc reports for University administrators and for various internal requests as well as State and Federal agencies upon request.

Assist with the maintenance of the electronic and paper filing systems to comply with the State record retention policy.

Handle information of a sensitive and confidential manner; prepare and process routine and complex correspondence.

Assist the Assistant University Purchasing Agents in performing research, developing plans/procedures and preparing routine and special reports as directed.

OTHER DUTIES AND RESPONSIBILITIES:

Perform additional duties as designated by the Director and Assistant Director of the Purchasing Department.

LICENSES, TOOLS AND EQUIPMENT:

Personal computers and printers; word processing, spreadsheet, web page, database and scheduling software, fax and copying machines; graphics software.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

REQUIRED: Bachelor's degree; Minimum one year's experience in a position that includes a substantial amount (>50%) of work in Purchasing; Demonstrated experience in computing (i.e., spreadsheet, word processing); Demonstrated experience in graphics (drawing) software, and related programs utilizing PC and web-based platforms; Demonstrated mathematical, analytical and problem-solving skills; Demonstrated attention to detail; Demonstrated strong interpersonal and verbal communication skills; Demonstrated proficiency in written communication skills; Demonstrated ability to work with diverse groups/populations; Demonstrated supervisory experience; Demonstrated ability to coordinate complex management tasks; Demonstrated time management and organizational skills; and, Demonstrated ability to interpret and integrate institutional policies, rules and regulations into office operations.

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PREFERRED: Demonstrated work experience in a higher education setting; and, Demonstrated experience accessing information from PeopleSoft or a similar institutional accounting system.

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