



COMMUNITY COLLEGE
OF RHODE ISLAND

Division of Institutional Equity and Human Resources

POSITION DESCRIPTION

TITLE	Director of Purchasing
POSITION NO.	501372
LOCATION	Warwick
REPORTS TO	Associate Director Financial Staff
GRADE	PSA 14
WORK SCHEDULE	Non-Standard: 35 hours per week
SUPERVISION	Purchasing Office staff
REVISION DATE	February 2019

JOB SUMMARY:

To supervise the procurement function of all goods and services for all Community College of Rhode Island campuses and facilities.

DUTIES AND RESPONSIBILITIES:

- Administer the procurement operations of all CCRI campuses and facilities. Review college requisitions ensuring information is clear and accurate, ensuring compliance to State, College and grant regulations; review requisitions for budget compliance within fiscal year parameters.
- Determine best practices to facilitate a purchase order timely and efficiently under State and College purchasing policies, rules, regulations and general laws.
- Validate the accurate encumbrance of all procurements to the College's financial records. Ensure timely input into State RIFANS system for all state requisitions.
- Interpret and apply State and College purchasing policies as they concern the Community College procurement process; adapt College policy to comply with State Purchasing regulations and RI General Law. Interpret State and College purchasing policies, rules, regulations and general laws for administration, college departments, grant directors, faculty and staff.
- Act as college liaison with State Purchasing, the Office of Diversity Equity and Opportunity, Secretary of State, the Building Commissioners Office, Division of Information Technology, etc., as required.
- Actively advocate with State Purchasing staff to find the best practices and methods for processing CCRI transactions.
- Oversee the planning and installation, and on-going training and maintenance of the college's computerized purchasing system. Provide training and support for procurement related systems and functions to administration, college departments, grant directors, faculty and staff.
- Determine and select the most productive, as well as economical, avenues for the procurement of goods; attend state bid openings. Conduct CCRI bid openings.
- Serve as the Community College's authorized agent for all purchase documents.
- Oversee the development, negotiation and implementation of contracts and agreements related to procurement activities. Act as the point person for purchasing contract negotiations with college departments, CCRI legal counsel and vendors. Track requested contract changes and facilitate positive relations with vendors, CCRI staff and legal counsel as the contract negotiation process progresses. Follow the contract process through signing of the final agreement.
- Investigate and research procurement options for college departments as needed.
- Conduct formal and informal bids for the agency, grants and third party funded construction projects, services and goods. Hold pre-bid conferences as required, consistent with College and State policies and procurement regulations.
- Administer, facilitate and oversee the RFP process in accordance with State and College purchasing policies, rules, regulations and general laws. Utilize the RIVIP public bidding system in accordance with State policy and procedure.
- Instruct administration, college departments, grant directors, faculty and staff, in the proper use of the RFP process, evaluation and vendor selection procedures. Oversee the development of all bid packages, posting on the State of Rhode Island Division of Purchases website, tabulating and awarding contracts in accordance with

- State and College purchasing policies, rules, regulations and general laws.
- Actively participate in the internal/external audit processes.
- Act as liaison with Physical Plant Directors, College Projects Manager and the Director of Administration to coordinate asset protection projects, plant needs and emergency repairs. Provide technical assistance to senior administration regarding procurement of large and complex capital expenditures such as those associated with major construction projects, information system upgrades and vehicle purchases.
- Assist and support Accounts Payable to ensure department accountability for the receipt of goods and authorization, to result in vendor payments. Resolve any conflict between CCRI staff and vendors regarding product or service performance, billing or contract interpretation.
- Administer and oversee the Banner online receiving process.
- Conduct training for administration, college departments, grant directors, faculty and staff to aid in the understanding of the purchasing process. Direct College department heads in the procurement process in order to meet program needs most effectively.
- Ensure that departments utilize banner and state ERP systems in most effective possible manner; train staff and user departments accordingly.
- Evaluate college-wide service requirements; initiate and implement appropriate action for products and services such as equipment, food services contract, banking contracts, RFP's, etc., negotiate on behalf of CCRI as required.
- Utilize decision making and problem solving skills to properly solve any organization, prioritization or project scheduling issues.
- Assist the College Controller and Business Manager with accounting system enhancements and appropriate cut-off procedures at the close of each fiscal year.
- Evaluate procedures and forms being utilized and update as necessary to promote efficiency and effectiveness.
- Provide the Business Manager with suggestions and plans for operational and policy changes; provide and maintain procurement data as required for business manager.
- Responsible for the surplus of obsolete equipment.
- Respond to requests from the DOA for reports as required. Respond to APRA (public records requests) as necessary.
- Supervise, train, coordinate and oversee the assignments of purchasing staff.
- Coordinate with the Business Office to determine and facilitate fiscal year end requisition deadlines to ensure year-end processes occur in a timely manner.
- Demonstrate a commitment to the philosophy and mission of a comprehensive community college.
- Work collaboratively with others in a diverse and inclusive environment.
- Other related duties as required

LICENSES, TOOLS, AND EQUIPMENT:

- Ability to use computer systems as they relate to purchasing operations.
- Membership in NAEP New England (National Association for Educational Procurement)

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

REQUIRED QUALIFICATIONS:

- Bachelor's degree in a business administration field required.
- Minimum of five years of supervisory purchasing experience in a high volume purchasing/accounting environment required.
- Proficiency in working with spreadsheets and database systems required.
- Must have prior experience at the management level actively supervising the functions and staff involved in processing over \$5,000,000 of procurements.
- Must be able to work independently, exercise judgment and take initiative.
- Strong interpersonal and communications skills essential including the ability to interpret state and institutional policies, plans, objectives, rules and regulations and to communicate and interpret for others

PREFERRED REQUIREMENTS:

- Work experience in Rhode Island State purchasing/accounting or higher education environment preferred.
- Experience with ERP purchasing systems required, banner experience preferred.

All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.