POSITION DESCRIPTION

POSITION: Purchasing Officer
REPORTS TO: Business Manager
GRADE: CCRIPSA 13

BASIC FUNCTION:
To supervise the procurement function for all Community College of Rhode Island campuses and facilities; to be responsible for the encumbrance of all expenditures.

ESSENTIAL DUTIES & RESPONSIBILITIES:

Administer the procurement operations of all CCRI campuses and facilities.

Ensure the timely encumbrance of all procurements to the College’s financial records. Ensure the timely input to State RIFANS of 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; act as liaison with the State Purchasing Office.

Oversee the planning and installation, and on-going training and maintenance of the college’s computerized purchasing system.

Determine and select the most productive, as well as economical, avenues for the procurement of goods; attend state bid openings. Conduct CCRI bid openings.

Oversee the development, negotiation and implementation of contracts and agreements related to procurement activities.

Review all College requisitions for compliance to State, College and grant regulations; review requisitions for budget compliance within fiscal year parameters.

Serve as the Community College’s authorized agent for all purchase documents.

Conduct formal and informal bids as required.

Ensure department accountability for the receipt of goods and authorization, processing and conclusion of vendor payments.
Actively participate in the internal/external audit processes.

Act as liaison with Physical Plant Directors, College Engineer and the Dean 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.

Direct all College department heads in the procurement process in order to meet program needs most effectively.

Conduct training for department heads and support staff on the overall purchasing process.

Conduct training sessions and oversee the maintenance of both the College’s and the state’s purchasing system.

Evaluate college-wide service requirements; initiate and implement appropriate action for products and services such as copy machine contracts, food services contract, ATM RFP’s, etc.

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 make necessary revisions to promote efficiency and effectiveness.

Provide the Business Manager with suggestions and plans for operational and policy changes.

Responsible for the surplusing of obsolete equipment.

Other related duties as required.

**LICENSES, TOOLS AND EQUIPMENT:**

Ability to use computer systems as they relate to purchasing operations.

**ENVIRONMENTAL CONDITIONS:**

This position is not substantially exposed to adverse environmental conditions.

**QUALIFICATIONS:**

Bachelor’s degree in a business administration field preferred. Five years of professional experience in a high volume purchasing/accounting environment required. Work experience in Rhode Island State purchasing/accounting
environment preferred. Experience with on-line purchasing systems and accounts payable highly desirable. Proficiency in working with spreadsheets and data base systems helpful. Must have prior experience at the management level actively supervising the functions and staff involved in processing over $10,000,000 of procurements. Must be able to work independently and exercise independent judgment. Strong interpersonal and communications skills essential.

**CCRI is an Equal Opportunity / Diversity Employer.**

Any individual with a disability who requires assistance in the application process should contact CCRI at (401) 455-6011 prior to the close of the application period. TTY: (401) 825-2313. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees. This job description in no way states or implies that these are the only duties to be performed by the employee occupying the position. Employees will be required to perform any other job-related duties requested by their supervisor.