



COMMUNITY COLLEGE  
OF RHODE ISLAND

Office of Human Resources

**POSITION DESCRIPTION**

**POSITION:** Assistant Purchasing Officer  
**REPORTS TO:** Purchasing Officer  
**GRADE:** CCRIPSA 10  
**WORK SCHEDULE:** Non Standard, 35 hours per week

**BASIC FUNCTION:**

To assist the Purchasing Officer in the procurement function for all Community College of Rhode Island campuses and facilities; to assist in the expediting and tracking of all purchasing documentation through the CCRI purchasing system and/or the State's RIFAN System.

**ESSENTIAL DUTIES & RESPONSIBILITIES:**

- Assist in the process of procuring goods and services for all CCRI campuses and facilities.
- Under the direction of the purchasing officer, apply State and College purchasing policies as they concern the Community College procurement process and comply with State Purchasing regulations; act as liaison with the State Purchasing Office as directed.
- Participate in the development, management and implementation of programs and standards as they relate to the college's purchasing policies and procedures.
- Assist in the development, management and implementation of contracts and agreements related to procurement activities.
- Serve as a Community College's authorized agent for purchase requisition documents at a specified dollar level.
- Conduct and review informal written bids as required and directed by the Purchasing Officer.
- Interaction between other state agencies and public vendors as needed to accomplish departmental goals
- Ensure department accountability for the receipt of goods and authorization, processing and conclusion of vendor payments in concert with the Accounts Payable Office.
- Assist College department heads and project managers with the procurement process in order to meet program needs effectively and timely.
- Assist CCRI departments and departmental employees in the on-going training and maintenance of computerized purchasing system and conduct formal and informal training sessions for department heads and support staff on the overall purchasing process and the on-line purchasing system.
- Supervise and coordinate work of purchasing staff as designated by Purchasing Officer
- Other related duties as required.

**Knight Campus**

400 East Avenue, Warwick, RI 02886-1807 P: 401.825.2311 F: 401.825.2345

**LICENSES, TOOLS AND EQUIPMENT:**

Ability to use personal and mainframe computer systems as they relate to purchasing operations, telephone, fax machine, copy machine and calculator.

**ENVIRONMENTAL CONDITIONS:**

This position is not substantially exposed to adverse environmental conditions.

**QUALIFICATIONS:**

- Associate's degree in a business administration field preferred.
- Substantial professional experience in a high volume, complex purchasing environment in a procurement capacity required.
- Work experience in Rhode Island State/Municipal purchasing environment preferred.
- Experience with on-line purchasing systems highly desirable.
- Working knowledge of Excel and Word required, experience in Access desirable.
- Experience in RI State system desirable.
- Must be able to work independently and exercise independent judgment.
- Demonstrable experience coordinating simultaneous multiple complex and detailed projects required.
- Strong interpersonal, organizational and communications skills required.
- Must be very detailed oriented.

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

*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*

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