



COMMUNITY COLLEGE
OF RHODE ISLAND

Division of Institutional Equity and Human Resources

POSITION DESCRIPTION

TITLE	Assistant Director, Purchasing
POSITION NO.	502901
LOCATION	Finance and Strategy (Purchasing)
REPORTS TO	Director of Purchasing
GRADE	PSA 12
WORK SCHEDULE	Standard: 35 hours per week
SUPERVISION	In absence of the Director, manage and supervise all Purchasing staff
LIMITATION (if applicable)	N/A
REVISION DATE	2/2024

JOB SUMMARY:

The Community College of Rhode Island Purchasing Department is a business service unit established to support the educational, business and grant procurement activities of the College. The role of the Assistant Director of Purchasing will help ensure procurement decisions will be made in the best interest of the College and in compliance with State of Rhode Island General Laws and Conditions of Purchase, Board of Governor’s for Higher Education Procurement Regulations as well as College policies and procedures.

The Assistant Director of Purchasing assists the in the overall administration and management of the Purchasing Department. The Assistant Director of Purchasing also provides the Director with information and analyses for planning and order report purposes. The position assists the Director with financial, personnel and administrative matters for the Purchasing department. This position will work independently as well as part of the Purchasing team and is responsible for promoting the college and state purchasing strategy. This includes the procurement functions of the academic and administrative departments as well as grant funded expenditures.

DUTIES AND RESPONSIBILITIES:

Commitment to CCRI’s Mission:

- Demonstrate a commitment to the philosophy and mission of a comprehensive community college.
- Work collaboratively with others and provide quality customer service in a diverse and inclusive environment.
- Develop and maintain strong professional relationships with on-campus and off-campus departments, working with these entities to improve College purchasing practices.

Community Outreach/Departmental Support:

- Advise and instruct faculty, staff and vendors with respect to procurement policies and procedures.
- Assist departments with developing competitive solicitations. Review and analyze the request to facilitate the solicitation method most appropriate for the solicitation.
- Develop, maintain and conduct training programs relating to Purchasing Policies and Procedures for new and existing CCRI staff in the use of Banner (or other) computerized purchasing tools. Assist the Director and/or other purchasing staff with formal and informal training sessions with college staff on an on-going basis.
- Advise and instruct user departments with respect to procurement policies and procedures.
- Notify and assist departments that have expiring contracts that need to be re-bid.
- Assist departments with new contracts through the contract review process.
- Notify the college community of any updates and additions to the Master Price Agreement list made available by State of Rhode Island Division of Purchases for State Agency utilization.
- Work with the Director in the establishment and maintenance of purchasing policies and procedures for Purchasing personnel and those used by CCRI departments

Vendor Relations:

- Advise and instruct vendors with respect to State and College procurement policies and procedures.
- Negotiate pricing and purchasing terms to ensure the best outcomes for the College.
- Work with vendors to promote opportunities within CCRI and ensure participation in bid solicitations and RFP's. Provide bid status and updates as required. Respond to vendor inquiries in a timely manner.
- Actively seek and identify new vendor resources for products and services.

Purchasing Operations:

- Approve daily online requisitions and assist requisitioners with any issues or concerns that may have.
- Attend and schedule pre-bid openings, assist with opening of bids, tabulation of bids, and determination of bid awards and issuance of purchase orders to the appropriate vendors.
- Reconcile outstanding purchase orders and State requisitions with amounts reported on the College and State accounting systems respectively. Reconcile CCRI's Banner Purchasing module to reflect correct information as needed.
- Utilize ARGOS or other report systems to run reports for Management Review as required.
- Advise, support and consult with the Director on matters relating to the Purchasing Department activities
- In the absence of the Director, direct the services of the Purchasing Department
- In the absence of the Director, manage and supervise all Purchasing staff
- Assist the Director in administering the procurement operations of all campuses to insure compliance with State and College rules and regulations and the general laws.
- Assist the Director in evaluating procedures and data management systems being used, recommending revisions to promote efficiency and effectiveness within the various units.
- Exercise discretionary judgement with regard to special circumstances and problem resolution within the thresholds established under State regulations and/or delegated authority.
- Analyze new modules within Banner or other financial systems as may be required to streamline the procurement process.
- Assist the Director with upgrades to Banner or other financial system as maybe required.
- Represent the Director within the College and with outside agencies as needed. Provide guidance to the College Purchasing staff with the procurement of complex goods and services including the negotiation process involved.
- In conjunction with the Director, serve as the College's liaison with the State Office of Purchases, Department of Administration and the State Building Commission.
- Develop and improve procurement strategies in conjunction with the changing workplace
- Perform duties of the other Purchasing staff as required to successfully manage the flow of procurement transactions required to serve the College.
- Other related duties as required.

LICENSES, TOOLS, AND EQUIPMENT:

- Various office equipment which may include computers, typewriters, telephones, copy and fax machines, calculators, etc.
- Must have access to and use of own transportation.
- Working knowledge of Microsoft Office including Word, Excel and Outlook.
- Technological skills with online finance and/or purchasing systems.
- Experience in RI State system desirable

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

REQUIRED QUALIFICATIONS:

- Associate degree
- 3-5 years experience in a purchasing or customer service setting in a multi-department organization.
- Be able to work independently and exercise independent judgement

PREFERRED QUALIFICATIONS:

- Bachelor's degree with two years of related experience or Associate degree with five years of related

experience.

- Professional experience in a high volume, complex purchasing or similar environment.
- Work experience in Rhode Island State/Municipal environment desirable.
- Excellent written and oral communication, analytical, and organizational skills.
- Ability to collaborate with others is essential.
- Very detail oriented

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