

**University Director
Procurement Services**

Reporting to the Associate Vice President for University Business Services & Chief Procurement Officer (AVP/CPO), the University Director of Procurement Services is responsible for day-to-day supervision of purchasing operations and assigned staff at all University campuses, including UConn's main campus in Storrs, all regional campuses, UConn Law School, and for coordinating operations with staff at UConn Health in Farmington, CT. The University Director participates in efforts leading to cost optimization, improved quality and enhanced innovation through the development of strategic sourcing initiatives, assurance of sourcing compliance, adherence to State, Federal and University policies and procedures, effective vendor negotiation and staff development and training.

Duties and Responsibilities

1. Lead a team of procurement professionals at UConn's main campus in Storrs, all Regional Campuses, and the Medical Center with responsibility for hiring, managing and supervising purchasing agents and other staff through communicating University and department objectives, overseeing goal setting, assigning projects, directing activities, reviewing progress, prioritizing workloads, developing staff members' skills and abilities, evaluating performance, and providing feedback and coaching.
2. Manage procurement operations and staff at all UConn campuses to ensure continual monitoring, assessment and analysis of University commodity and service requirements; contribute to the development and implementation of cost-efficient and appropriate sourcing strategies to support University business needs requiring analysis of market trends and benchmarks for best practices, and provide assistance with specification development.
3. Serve as an integral member of the unit's leadership team, working closely with the AVP/CPO in establishing and implementing the unit's strategic mission and goals; develop, recommend and implement new and innovative methods and processes to accomplish unit objectives while ensuring compliance with state statutes and University policies.
4. Serve as extension of the Associate Vice President for University Business Services & Chief Procurement Officer and may serve as the AVP/CPO's representative to provide continuity of leadership for the Unit; act for and make decisions in the absence of the AVP/CPO in order to carry out responsibilities and manage relationships between departments, administration and vendors.
5. Develop, recommend, implement and maintain University-wide policies, procedures, and process improvements; identify opportunities for improvement and processes within the department; present alternatives within problem resolution; initiate process improvements, facilitate analysis, build consensus, and represent the department during implementation and training.
6. Assist in the preparation and projections of the annual budget and monitors department expenditures with broad authority to approve expenditures.

#495214

7. Lead large-scale projects in support of the University's 'One-UConn' initiative such as the expansion of the P-Card Program to include the University's medical center, the implementation of Jaggaer - the University's enhanced eProcurement and sourcing system, and the deployment of University travel and expense solution – Concur.
8. Provide oversight of team members' efforts in market assessments, RFPs, bid strategy development, supplier negotiations, and with contract development and implementation activities, including but not limited to, complex services contracts and the acquisition of high dollar value equipment purchases that support a wide variety of University needs including, but not limited to research, student activities, athletics, and facilities, and others as directed. Actively participate in strategic procurement initiatives, manage departmentally assigned resources and collaborate with external groups and stakeholders.
9. Serve in a consultative role with peers throughout the University by determining how the Procurement organization can assist each department to achieve their goals by developing an understanding of each department's unique purchasing needs and budgets, and developing sourcing plans and strategies that best meet those needs.
10. Exercise proper decision-making through designated signature authority to contractually bind the University in legal agreements and issue purchase orders.
11. Assess existing and prospective vendors and evaluate the products and services offered; identify prospective users of those goods and services and direct vendors to the appropriate departments and/or personnel. Counsel vendors regarding the University's procurement policies and procedures, and the University's vendor performance and product performance expectations.
12. Serve as primary resource for customers, vendors, and staff as necessary to interpret policies and procedures and Federal and State procurement statutes, while assessing client needs and regard to dispute resolution.
13. Ensure compliance with all applicable Federal and State rules and regulations, e.g., Connecticut General Statutes, Uniform Guidance, and with other Federal and State agencies having jurisdiction over the acquisition of products and services.
14. Actively participate in a variety of procurement organizations, such as the Connecticut Colleges Purchasing Group (CCPG) and the National Association of Education of Procurement (NAEP), including promotion of consortia activities and professional development opportunities.
15. Responsible for the development, management and tracking of unit-wide metrics and key performance indicators as defined with oversight of procurement analysts.
16. Prepare complex reports, presentations and other documents in response to University constituents, vendors, and state and federal regulatory agencies.

#495214

17. Respond to inquiries, requests, and complaints from University administration and personnel relative to the procurement policies and procedures and other areas of responsibility.
18. Develop strong collaborative relationships with key internal stakeholders to strategically manage capital project contracts and vendor relationships; serve as subject matter expert in consulting with University business units on negotiation strategies, contract review, vendor management, procurement laws, regulations, policies, and best practices.
19. Attend meetings, conferences, etc. as required.
20. Dependable transportation and ability to travel to all University campuses and/or visit suppliers in support of University initiatives as needed.
21. Perform other related duties as required.

Minimum Qualifications

1. Advanced degree in area such as Business (MBA), Public Administration (MPA) or advanced law degree (Masters of Laws (LL.M.), Juris Doctorate (J.D.)).
2. Seven (7) years of experience in procurement management, sourcing administration and negotiation with at least five (5) years of experience at the level of supervisor.
3. Considerable knowledge of principles of procurement, compliance, procurement law, familiarity of State and procurement statutes, federal regulations, and other public procurement in a state or federal environment.
4. Knowledge and ability to apply management principles and techniques; strong bid development and negotiation skills; strong knowledge of procurement legal issues including applicable Federal and State laws, statute and regulations. Ability to design, monitor and implement departmental and institutional policies and procedures. Understanding of significance and commitment to supplier diversity programs.
5. Facilitate vendor management ensuring increased communication with vendors that improves business processes, affect demand for services or changes in market conditions, and obtains feedback to enhance opportunities to better serve the campus community.
6. Strong leadership, organizational, project management and planning skills with the ability to meet deadlines and facilitate solutions in a fast-paced higher educational environment.
7. Strong interpersonal and persuasive skills with the ability to work effectively with all levels of employees and management.
8. Excellent written and verbal communication and presentation skills.

#495214

9. Considerable knowledge of academic institutional program needs including research and outreach programs and information technology needs.
10. Knowledge and familiarity of web ordering environments, contract management systems and principles, standardization programs, supply chain and materials management programs and distribution methods. Demonstrated familiarity with financial system concepts, eProcurement systems, and actual utilization including sourcing activities.
11. Ability to analyze market trends and benchmarks for best practices and to develop specifications.
12. Excellent computer skills with strong technical skills to work with multiple database programs including Microsoft Access. Knowledge of automated procurement systems (e.g. Jaggaer) and reporting tools (e.g. Web Focus).
13. Demonstrated leadership skills and a commitment to mentoring, coaching, and developing a team.
14. Experience making presentations that represent the department and University to external groups.
15. Must be able to travel frequently and have reliable transportation.

Preferred Qualifications

1. Doctor of Juridical Science (S.J.D.) or Ph.D.
2. Certification by a recognized professional organization; including: Certified Purchasing Manager (CPM), Certified Associate in Contract Management (CACM), Certified Professional in Supply Management (CPSM), Certified Professional Contract Manager (CPCM), or Certified Purchasing Professional (CPP).
3. Demonstrated, professional procurement experience preferably in a higher education institution (public or private) or Fortune 100 company.
4. Familiarity and working knowledge of SciQuest/Jaggaer and Quali Financial Systems.
5. Strong understanding with demonstrated success in strategic procurement principles and approaches.

TO APPLY

Please apply online at <https://hr.uconn.edu/jobs>, Staff Positions, Search #495214, to upload a **resume**, **cover letter**, and contact information for **three (3) professional references**. Screening will begin immediately.

Employment of the successful candidate is contingent upon the successful completion of a pre-employment criminal background check.

#495214

This job posting is scheduled to be removed at 11:55 p.m. Eastern time on June 5, 2021.

All employees are subject to adherence to the State Code of Ethics which may be found at <http://www.ct.gov/ethics/site/default.asp>.

The University of Connecticut is committed to building and supporting a multicultural and diverse community of students, faculty, and staff. The diversity of students, faculty and staff continues to increase, as does the number of honors students, valedictorians and salutatorians who consistently make UConn their top choice. More than 100 research centers and institutes serve the University's teaching, research, diversity, and outreach missions, leading to UConn's ranking as one of the nation's top research universities. UConn's faculty and staff are the critical link to fostering and expanding our vibrant, multicultural, and diverse University community. As an Affirmative Action/Equal Employment Opportunity employer, UConn encourages applications from women, veterans, people with disabilities and members of traditionally underrepresented populations.