



**RHODE ISLAND COLLEGE
JOB DESCRIPTION**

Position classification: PSA Date created or revised: 9/20/2022 Exempt/Non-Exempt Status: Exempt Responsible individual: Yes Campus Security Authority: No
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Title: Director of Purchasing
Status: Full-time, 35 hours/week
Grade: 14
Union Affiliation: PSA@RIC (Professional Staff Association)
Reports To: Assistant Vice President, Administration

PRIMARY PURPOSE:

Manage the College Purchasing office in carrying out the responsibility for College procurement, of products and services and maintaining the purchase order reporting system. Ensure compliance with College and State regulations. Review and maintenance of Rhode Island College purchasing policies and procedures. Review departmental available balances prior to approving College requisitions. Provide leadership for the planning and implementation of PeopleSoft Purchasing Module.

DESCRIPTION OF DUTIES AND TASKS:

Essential Job Functions:

Approve College Requisitions:

- Verify, through on-line inquiry, that departmental funds are available, prior to approving College requisitions.

Procurement Purchasing:

- Supervise the preparation, on-line data entry where applicable, and processing of State Purchase Requisitions, Utility Purchase Orders, Contract Purchase Orders, Purchase Order Payment Vouchers, Receiving Reports, Requests for Delivery, Reports of Equipment Acquired, Surplus Property Reports, and related forms.
- Act as liaison between the College and State Division of Purchases.
- Assist all College Departments and Grant Directors in matters pertaining to College and State Purchasing Procedures.

Expenditure Reports:

- Supervise the preparation and processing of on-line daily input to the PeopleSoft Purchasing system, including requisitions, purchase orders, and adjustments.

Other Duties:

- Supervise the preparation and processing of honorarium payment vouchers, assist the College Controller with accounting system enhancements and appropriate cut-off procedures at the close of each fiscal year.
- Transmit to State Controller necessary documentation to accomplish year-end changeover from encumbrance to accrual basis of expenditure reporting.
- Provide training to staff members and College community as required.

Occasional Job Functions:

Perform other duties and responsibilities as assigned by the Assistant Vice President, Administration.

Director of Purchasing

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REQUIRED QUALIFICATION STANDARDS:

Education:

Bachelor's Degree in Business Administration, Accounting, Management or related field.

Experience:

A minimum of three years progressive purchasing and/or accounting experience, including supervisory experience.

Skills, Knowledge and Abilities:

- Knowledge of PeopleSoft Accounting software.
- Proven ability to work with purchasing or accounting software systems.
- Evidence problem solving skills and demonstrate a strong customer service commitment.
- Ability to work well with others and strong interpersonal skills.
- Ability to organize, coordinate and supervise support staff.
- Ability to interpret institutional policies, plans, objectives, rules and regulations and communicate the interpretation to subordinates and others.

PREFERRED:

- Previous experience as Purchasing Officer or Director
- Experience with higher education, medical or governmental procurement process.

ENVIRONMENTAL CONDITIONS:

The employee is not exposed to known adverse environmental conditions.

The college requires that all applicants and employees be able to perform the essential functions of the job and will explore reasonable accommodations for individuals with disabilities.

As an Affirmative Action/Equal Opportunity institution that values and is committed to inclusion and expanding the diversity of its faculty and staff, the College invites members of protected classes, including minorities and persons with disabilities, to identify themselves as such at the time of application.