

## **498014 - University Director of Procurement**

### **JOB SUMMARY**

Under the general direction of the Associate Vice President & Chief Procurement Officer (AVP & CPO), the Director of Procurement is responsible for the day-to-day management of procurement operations and assigned staff. The Director leads value creation efforts through the development and implementation of comprehensive category management strategies and activities that drive cost optimization, service improvement, quality improvement, and innovation enhancement.

### **DUTIES AND RESPONSIBILITIES**

- Serve in a consultative role with peers throughout the University to determine how the Procurement organization can assist each department in achieving its goals by thoroughly understanding each department's needs and developing sourcing plans and strategies that best meet those needs.
- Develop strong collaborative relationships with key internal stakeholders and strategically manage goods and services related categories and vendor relationships.
- Serve as subject matter expert in consulting with University business units on negotiation strategies, contract review, and vendor management.
- Manage procurement operations and staff to ensure ongoing evaluation of University goods and services requirements; contribute to the development and implementation of appropriate sourcing strategies to support University business needs through the use of procurement best practices to ensure customer requirements are met at the best possible value.
- Lead large-scale procurement related projects in support of the University and the department's objectives.
- Provide oversight of team members' efforts in defining stakeholder requirements, market assessments, sourcing strategy development, supplier negotiations, and implementation activities that support a wide variety of University needs.
- Lead a team of procurement professionals by 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.

For additional information and a copy of the job description, please see <https://ubs.uconn.edu>.

### **MINIMUM QUALIFICATIONS**

- Bachelor's degree and a minimum of nine (9) years of experience in procurement with at least five (5) years of supervisory experience.
- Considerable knowledge of procurement principles, methods, concepts, compliance, and procurement law.
- Knowledge and ability to apply management principles and techniques.

- Stakeholders and supplier management experience; strong sourcing and negotiation skills.
- Strong leadership, organizational, project management, and planning skills with the ability to facilitate solutions and meet deadlines.
- Strong interpersonal and persuasive skills with the ability to work effectively with all levels of stakeholders, employees, and management.
- Demonstrated commitment to mentoring, coaching, and developing a team.
- Excellent written and verbal communication and presentation skills.
- Experience with procurement related technology solutions (i.e., eProcurement system, contract management system, etc.).
- Strong computer skills.

## **PREFERRED QUALIFICATION**

- Advanced degree in Business Administration or related field.
- Procurement experience preferably in a higher education institution (public or private) and/or in a state or federal entity. Familiarity with state and procurement statutes, federal regulations, and other public procurement in a state or federal environment.
- 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).

## **APPOINTMENT TERMS**

This is a full-time position at the Storrs campus working Monday-Friday 8:00 a.m. – 5:00 p.m. The starting salary for this position will be \$150,000-\$155,000 and will be determined based on the successful candidate's experience and training. The Department is currently working under a hybrid schedule requiring all staff to be on the Storrs campus two (2) days per week and working remotely three (3) days per week. This schedule may change subject to authorization and University policy. This position includes an [excellent benefits package](#) including [medical and retirement](#), as well as employee and tuition waivers at the University of Connecticut. Other rights, terms, and conditions of employment are contained in the collective bargaining agreement between the University of Connecticut and the University of Connecticut Professional Employees Association (UCPEA).

## **TERMS AND CONDITIONS OF EMPLOYMENT**

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

## **TO APPLY**

Please apply online at <http://www.jobs.uconn.edu>, Staff Positions, Search #498014 to upload a **letter of application**, **resume**, and contact information for **three (3) professional references**.

References will not be contacted without prior notice to the successful candidate(s). Screening will begin immediately.

This job posting is scheduled to be removed at 11:55 p.m. Eastern time on January 3, 2023.

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>.

*All members of the University of Connecticut are expected to exhibit appreciation of, and contribute to, an inclusive, respectful, and diverse environment for the University community.*

*The University of Connecticut aspires to create a community built on collaboration and belonging and has actively sought to create an inclusive culture within the workforce. The success of the University is dependent on the willingness of our diverse employee and student populations to share their rich perspectives and backgrounds in a respectful manner. This makes it essential for each member of our community to feel secure and welcomed and to thoroughly understand and believe that their ideas are respected by all. We strongly respect each individual employee's unique experiences and perspectives and encourage all members of the community to do the same. All applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.*

*The University of Connecticut is an AA/EEO Employer.*