



# University of New Haven

Position Title:  
Director of Purchasing  
**Search #21-16A**

The Director of Purchasing supports the University's community and mission by providing leadership, direction and expertise in contract and procurement services that ensure quality products and services are purchased in a cost effective, efficient and ethical manner. These duties require strategic planning skills, visionary leadership, a comprehensive knowledge of industry trends, advanced technology applications involving e-commerce, and the ability to work collegially and collaboratively with diverse audiences throughout the campus community. The Director supervises the Purchasing Department staff, currently consisting of a PCard Administrator and an Assistant to the Director of Purchasing and is responsible for the creation and implementation of departmental policies and procedures. This position reports to the Associate Vice President for Finance.

## **CORE DUTIES:**

- Manage the Purchasing function for the University in an efficient and cost-effective manner
- Work with the highest ethical standards and create an environment that demands ethical behavior from all constituents
- Build strong relationships with key stakeholders across the campus community, at both the leadership and operational levels, to identify and implement strategic sourcing initiatives
- Create and evaluate policies and procedures for the Purchasing Department and help ensure the University community is educated and informed on the policies and procedures
- Ensure compliance with all federal, state and local regulations including those related to sponsored program initiatives
- Set the overall vision and strategic direction, both long and short-term, for the Purchasing Department as well as coaching and fostering professional development of the Purchasing staff
- Negotiate and monitor University contracts
- Review contract language for desired terms and conditions
- Drive innovation and evaluates new suppliers as a part of the supply chain management process
- Responsible for reporting out of the Purchasing Department including spend analytics and other metrics
- Design and manage the competitive solicitation process (RFP's, RFI's, RFQ's, ITN's and ITB's) and negotiates business terms with vendors for the purchase of goods and services for the University
- Manage the bidding process including pre-bid meetings, bid openings and award recommendations
- Supervise and support the processing of University Purchase Orders and the University's Purchasing Card (PCard) program
- Participate in the development of eCommerce, eProcurement and other IT initiatives based on best practices for efficient operations



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## **SECONDARY DUTIES:**

- Serve on University committees
- University representative for the CCPG (Connecticut College Purchasing Group)
- Perform other duties related to those enumerated above, which do not alter the basic level of responsibility of the position.

## **QUALIFICATIONS, KNOWLEDGE, SKILLS, ABILITIES:**

### **Minimum Qualification Requirements:**

A Bachelor's degree in business administration, public administration or related field, 8 years of progressive purchasing experience with at least 5 years of supervisory experience. Must possess excellent written and verbal communication skills, effective organizational and negotiation skills and the ability to lead and motivate staff. Must also possess a good working knowledge of business law concepts and legal aspects of contract administration and purchasing best practices. Knowledge of Microsoft Office Suite with intermediate excel skills. Working knowledge of federal rules and regulations as related to grant spending.

### **Additional Qualifications Desired:**

A Master's degree in business administration or comparable advanced degree is preferred as is a professional procurement certification, eg., CPP, CPPM, CPM, CPSM, CPSD. Prior purchasing experience preferably in an academic environment. Experience with Ellucian's Banner ERP system is highly desirable.

### **University of New Haven Diversity, Equity, Inclusion, and Belonging Vision**

The University of New Haven is a diverse institution that celebrates, respects, and values individuals of all social identities. We believe that as members of the university community, our socio-cultural differences ignite intellectual growth and foster a culture of understanding that embraces our ever-changing society.

## **HOW TO APPLY:**

Please submit a cover letter, resume, and 2 references that will be held in the strictest of confidence to the following submission [link](#). Please contact us at [HRDept@newhaven.edu](mailto:HRDept@newhaven.edu) if you have any additional questions.

**The University of New Haven is an Equal Opportunity, Affirmative Action Employer**