



### Director - Procurement & Contracts Management

#### About Framingham State University:

Framingham State University is a vibrant comprehensive liberal arts institution located just 20 miles west of Boston, which integrates an academically challenging liberal arts education with workforce preparation programs.

Our founding motto, "Live to the Truth", was said at the end of each class by beloved first principal, Cyrus Peirce, who sought to discover and teach "the truth" - "truth in theory and principle,...truth in spirit and motive,...truth in manner and form,...truth intellectual and truth moral." Principal Bagnall found this motto "speaks of sincerity of spirit,...of intensity of effort, of resolution to succeed, of joy in achievement." "Live to the Truth" continues to guide our institution in practice and endeavor. FSU seeks students and employees who share in this quest for truth and commit to living it fully.

Framingham State University is committed to Inclusive Excellence through collaborative and sustainable partnerships with faculty, staff, students and the greater community. At FSU, we encourage a supportive, diverse and collaborative environment in which we learn from each other through informed and open communication, institutional practices and community engagement. FSU provides a culturally relevant education that includes a beautiful campus with 35 bachelor's degrees with 80 concentrations and 70 minors, 24 master degree programs, a highly personalized teaching environment, and unparalleled commitment to excellence in diversity and inclusion.

Framingham State University is honored to be a four-time recipient of the prestigious INSIGHT into Diversity Higher Education Excellence in Diversity (HEED) award. The HEED award is the only national recognition honoring colleges and universities that exhibit outstanding efforts and success in the area of diversity and inclusion throughout their campuses.

Framingham State University was recently named as one of the top 10 universities in the U.S. for Black students based on the equity index scoring system developed by the University of Southern California Race and Equity Center. The University was also recently designed as a Howard Hughes Medical Institute (HHMI) Inclusive Excellence campus.

Visit [www.framingham.edu/careers](http://www.framingham.edu/careers) to learn more about employment opportunities at Framingham State University.

#### Job Description:

Category: Staff  
Department: Business Office  
Locations: Framingham, MA  
Posted: Oct 10, '18  
Type: Full-time

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## **GENERAL STATEMENT OF DUTIES:**

Direct all phases of University procurement, bidding, equipment repair scheduling and vendor service contracting; maintain Banner requisition/purchase order system; coordinate, maintain and assess University insurance policies and evaluate risk; maintain campus-wide P-Card program; perform training of University personnel in the use of Banner; represent the University in the Massachusetts Higher Education Consortium (MHEC), MA Operational Services Division (OSD), Higher Education Purchasing Directors Group, and other organizations; assist in all areas of the financial management of the Business Office and in the improvement of administrative procedures and internal controls; functionally supervise Business Office staff in respect to purchasing, and other financial areas.

## **SUPERVISION RECEIVED:**

Assistant Vice President - Finance & Business Services

## **SUPERVISION EXERCISED:**

Purchasing staff of Staff Associate - Capital Planning & Procurement, Buyer III, Clerk IV, & 3 Student Interns

## **RESPONSIBILITIES:**

1. Direct FSU purchasing according to approved Commonwealth (Office of the State Comptroller (OSC), Operational Services Division (OSD), Office of the Inspector General (OIG)) & FSU procedures & regulations including purchasing processes, purchase requisitions, bidding & purchase / contract negotiation.
2. Prepare bids / RFPs. Primary vendor contact before, during & after bid; resolve issues.
3. Maintain campus-wide P-Card program, oversight, & training.
4. Manage & maintain the Ellucian Banner requisitions, POs, & approvals.
5. Maintain equipment purchases, leases, tax-exempt lease purchases (TELP), rentals & maintenance agreements.
6. Keep current with bid / RFP procedures & State Purchasing regulations including MMARS; Act as CommBuys administrator.
7. Oversees / Manages procurement & contract activity related to Facilities & Capital Planning on Chap. 149 Construction Contracts & various university repair & maintenance purchases (30B), RFPs, bids / quotes, etc., and with Library Services re: library materials, media, etc.
8. Identify purchase consolidation opportunities & other cost-effective purchasing options including utilities. Analyze high volume, centralized purchases for chargeback to departments, & / or high volume, decentralized purchases for possible consolidated purchase.
9. Coordinate, maintain & assess insurance policies & evaluate risk.
10. Develop / revise & oversee Purchasing / Contracts policies & procedures, training program, & communications to inform staff of purchasing & solicitation regulations, policies, & procedures as well as decentralized receiving protocols. Develop & administer annual training program. Provide training to new purchase approvers & contract managers.
11. Oversee records management including incomplete electronic doc's; the scanning, archiving, & destruction of paper doc's; coordinate requests & communications with both facilities & the State Treasurer's office; manage AppXtender program.
12. Liaison for the Consortium for Global Ed & external university / grant recipients; annual award process & reporting. Oversee various external reports including Quarterly Performer Tax filings, Abandoned Property reports, Annual 1099 tax filings / process, Vendor Code / W-9 set up, etc.
13. Liaison to MHEC, OSD, Higher Education Purchasing Directors Group, the National Association of Educational Procurement (NAEP), & others.
14. Develop & manage employee & travel reimbursement policies & procedures. Manage request reviews & authorize payment. Verify funds & Out-of-State travel preapprovals.
15. Develop purchasing performance benchmarks;
16. Manage staff & oversee their specific responsibilities & performance; Hire, evaluate, & develop staff.

17. Perform special projects & other duties as assigned.
18. Assist in the writing, revision, improvement, implementation and auditing of University-wide and Business Office internal control policies and procedures.
19. Assist in all areas of the financial management of the Business Office including the accounting of all State, Federal and Trust Funds.
20. Assist in the research, development and implementation of new technologies which will improve administrative procedures, interface with University computer systems and provide benefit to students.
21. Produce applicable reports as necessary.
22. Accountable for ensuring that affirmative action, equal opportunity, and diversity are integrally tied to all actions and decisions in areas of responsibility.
23. Designated as a Title IX Responsible Employee.
24. Perform special projects and other duties as assigned.

**Requirements:**

**MINIMUM QUALIFICATIONS:**

1. Bachelor degree in Business Administration or related field.
2. Minimum of five years of management experience in public sector purchasing.
3. Ability to act as sole purchasing agent in a high paced environment.
4. Management experience supervising, hiring, and evaluating staff.
5. Ability to work effectively with faculty and staff in all aspects of business functions.
6. Ability to work with and negotiate with vendors.
7. Excellent oral and written communication skills.
8. Excellent computer skills.
9. Must obtain MCPPO (MA Certified Public Purchasing Official) designation within 10 months of assuming this position; once obtained must maintain ongoing certification.

**PREFERRED QUALIFICATIONS:**

1. MCPPO (MA Certified Public Purchasing Official) designation from the Office of the Inspector General, Strategic Sourcing Certificate Program completion from OSD and / or other public sector purchasing / procurement certifications.
2. Knowledge of and experience in Commonwealth of Massachusetts purchasing regulations, CommBuys procedures and / or the public higher education sector procurement.
3. Knowledge of and experience in the Ellucian Banner administrative software system.

**Additional Information:**

This is a full-time, exempt, benefits-eligible position, in the APA bargaining unit at the rank of Director. The salary range is \$80,000-90,000.

Framingham State University conducts criminal history and sexual offender record checks on recommended finalists prior to final employment for all positions.

Framingham State University is an equal opportunity/affirmative action employer.

Members of underrepresented groups, minorities, women, veterans, persons with disabilities, and all persons committed to diversity and inclusive excellence are strongly encouraged to apply.

**Application Instructions:**

Candidates must apply online by submitting (1) a cover letter, (2) resume, and (3) the names and contact information for three professional references.

**For full consideration, application materials must be received by November 7, 2018.**

Framingham State University only accepts application materials through our online application system. We are unable to accept application materials through mail, email, fax, or hand delivery. If you experience technical issues with the online application process, please submit a [helpdesk](#) ticket.

Framingham State University understands that persons with specific disabilities may need assistance with the job application process and/or with the interview process. For confidential assistance, please contact the Human Resources Office at 508-626-4530 or [humanresources@framingham.edu](mailto:humanresources@framingham.edu).