



## **CONNECTICUT STATE COLLEGES AND UNIVERSITIES (CSCU) SYSTEM JOB OPPORTUNITY**

### **VICE PRESIDENT OF PURCHASING**

Open to: The Public  
Location: 61 Woodland Street, Hartford, CT  
Shift/Hours: Full-Time, 40 hours/week  
Salary: Commensurate with experience  
Closing Date: Review of applications will begin August 15, 2018  
and will continue until the position is filled.

#### **Position Summary:**

The Connecticut State Colleges and University (CSCU) System Vice President of Purchasing is a motivated leader with responsibility for the overall vision and direction of the purchasing functions performed by the twelve (12) community colleges and four (4) state universities of the CSCU System. CSCU is a \$1.2B organization. The Vice President of Purchasing shall oversee purchasing and compliance functions as well as create and maintain a shared service organization for system-wide requirements focusing on quality of goods and services and cost containment. He/she shall also develop and maintain system-wide policies, implement and maintain required software, and supervise and train staff to manage all applicable functions. The Vice President of Purchasing reports to the System's Chief Financial Officer.

#### **Position Responsibilities:**

The Vice President of Purchasing is the CSCU System's leader and expert over the purchasing function, ensuring that all federal, state and system purchasing policies and regulations are observed. He/she provides system-wide tools and resources to meet end user's needs for goods and services, and develops revenue generation, cost reduction, cost savings, and risk mitigation strategies in the purchasing arena.

The Vice President of Purchasing is responsible for the management and oversight of the consolidated, system-wide procurement organization. This includes the implementation, maintenance and management of an electronic procurement system as well as the management of services that are shared throughout the system. This will also involve working closely with subject matter experts for technical procurements.

The Vice President will work with legal and contracting professional teams in pursuit of strategic sourcing and development of strategic initiatives.

The Vice President will define and articulate a vision for system-wide purchasing, promote stakeholder involvement and be responsible for the policy/procedure/process and program review and development.

Additional responsibilities include:

- Development of purchasing training programs for employees throughout the system, including purchasing professionals, requisitioners and the system community.
- Serves as liaison between the CSCU, the Office of the Attorney General, the Department of Administrative Services and other state agencies as required of the position.
- Development of a communication strategy.
- Administration of the CSCU system Set-Aside Program for small contractors and minority business enterprises.
- Supervision of full-time and part-time professionals and clerical staff within the respective areas of position responsibilities.
- Maintaining and analyzing spend data in order to optimize purchases.
- Liaising with other agency procurement executives to determine if consolidating efforts is beneficial to CSCU.
- Periodic reporting of performance metrics and quantified savings.
- Development/Compliance with Service Level Agreements.

**Qualifications:**

Bachelor's degree in accounting, purchasing management, financial management or a relevant business or public administration concentration. Master's Degree, legal degree, or other type of advanced degree is preferred. A minimum of ten years related experience in business, purchasing and/or administration required.

The following experience is required, or if indicated, preferred:

- Leadership in a shared services environment of an organization the size of CSCU (approximately \$1B).
- Leadership of a decentralized organization to function in unison as a single purchasing system.
- Functioned at Director level; Vice President level preferred.
- Worked in an e-procurement environment; experience in a new implementation preferred.
- Experience with Banner or similar ERP platform as well as an electronic procurement system preferred.
- In-depth knowledge of the procurement field, including the competitive bid process, e-procurement, cooperative purchasing, and management of complex procurements and contracts is required.
- Demonstrated commitment to a metrics-driven organization with cost savings and process improvements.

- Demonstrated strength in the ability to negotiate with vendors and service providers, as well as the ability to build strong vendor partnerships.
- Ability to manage and monitor purchases in accordance with their terms and conditions, State and Federal statutes and regulations, Attorney General guidelines, Board of Trustees policies and State Code of Ethics.
- Demonstrated experience in developing Requests for Proposal (RFP's) and other such justification documents while working in conjunction with the Vice President of Contracting.
- Knowledge of the basic principles of risk management and insurance programs including safety and loss control techniques.
- Demonstrated knowledge of applicable State and Federal statutes, and procurement best practices.
- Experience in a college, university or system setting preferred.
- Experience with complying with Service Level Agreements.

Personal characteristics include:

- Excellent verbal and written communication skills as well as the ability to work cooperatively with a wide range of stakeholders at all levels of a complex organization. Demonstrated ability to manage the work of support staff.
- Customer focused and service oriented disposition.
- Possess effective interaction skills with diverse constituents including academic and administrative leaders, faculty, professional staff and suppliers.
- Innovative, and at the same time respectful of fiduciary obligations.
- Possess the ability to inspire others and build a sense of team while managing multiple, complex procurements that may have system-wide impact.
- Possess the willingness to take “ownership” of the procurement process and the commitment to achieving articulated goals.
- Ability to multi-task and respond to time sensitive requirements while ensuring compliance with policies.

Professional certification in either purchasing (i.e. C.P.M, CPPO/CPPB) or project management (i.e. CAPM, PMP) is preferred.

Some of these qualifications may be waived for individuals with appropriate alternate experience.

**Application Instructions:**

Please submit the following via email to [jobs@ct.edu](mailto:jobs@ct.edu): (1) CSCU Employment Application (available at <http://www.ct.edu/files/pdfs/Employment-Application.pdf> **AND** (2) in a single Word or PDF file provide a cover letter, resume, and contact information for three professional references. Please reference “**Search #18-08**” on the subject line of the email.

**Refer to [www.ct.edu](http://www.ct.edu) for more information about the CSCU and our 17 institutions. Review of applications will begin on August 15, 2018 and will continue until the position is filled.**

**Notice of Nondiscrimination**

The CSCU System does not discriminate on the basis of race, color, religious creed, age, gender, gender identity or expression, national origin, marital status, ancestry, present or past history of intellectual disability, learning disability or physical disability, veteran status, sexual orientation, genetic information or criminal record. The following person has been designated to handle inquiries regarding the non-discrimination policies: Leah Glende, Manager of Diversity and Inclusion, 61 Woodland Street, Hartford, CT 06105, 860-723-0727, or by email at [glendel@ct.edu](mailto:glendel@ct.edu).

*The CSCU System is an Affirmative Action/Equal Opportunity Employer and strongly encourages the applications of women, minorities, persons with disabilities, and veterans.*