DIRECTOR OF PROCUREMENT

This single-position class has managerial responsibilities for planning, organizing, directing, controlling, and evaluating the University's procurement functions. It is responsible for providing leadership and direction in the management of procurement-related contracts, purchase orders, and licensing agreements, ensuring that compliance measures related to state and federal law, university policies and procedures, and sound business practices are properly applied.

Work involves directing subordinate managers and staff in developing short- and long-range goals and objectives, analyzing projected procurements and execution of current contracts, and overall program planning and administration. A position in this class is responsible for ensuring that system-wide procedures related to procurement are current and properly administered among stakeholders.

Responsibilities include developing, implementing, and executing sound procurement policies, procedures and practices to ensure prudent day-to-day procurement management and operations; administering contract negotiation, dispute mediation and legal liaison services for procurement, serving as the University's contracting officer with the authority to negotiate, execute, and interpret legal documents such as procurement-related contracts and high-dollar purchase orders; communicating with current and prospective contractors, negotiating contract terms and conditions and addressing vendor complaints; directing periodic training sessions for office staff and field administrators; and other duties as assigned. Serve as the administrator for the University PCard program.

A position in this class serves as technical expert and University representative on matters of the University's procurement management system for the Board of Regents, federal and state officials, auditors, and, when applicable, business leaders from the community. Work requires extensive knowledge of private, state, and federal procurement principles and practices; and administrative policy formulation processes common to universities and colleges. Supervision is exercised over a large staff of professional, technical, and clerical personnel through subordinate managers. Work is reviewed by the Chief Procurement Officer on the basis of results achieved.

The establishment of the class, Director of Procurement, is approved effective June 4, 2024.

Digitally signed by David Lassner
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David Lassner — Date
President