



Position Announcement

Western Connecticut State University Director of Procurement Services & Contract Compliance

Western Connecticut State University is pleased to announce that applications are being accepted for a Director of Procurement Services & Contract Compliance.

WCSU is committed to enhancing our diverse university community by actively encouraging people with disabilities, members of LGBTQIA and BIPOC communities, veterans, and women to apply. We take pride in our pluralistic community and continue to seek excellence through diversity and inclusion. WCSU is honored to be awarded the federal designation as a Hispanic Serving Institution (HSI). This accomplishment marks a pivotal moment in our progress toward fostering diversity, equity, and inclusion within our campus community.

The mission of the Administrative Services is to support WCSU's teaching, research, and public service mission by providing superior service to students, faculty, staff, and University guests in the areas of Contract Management, Mail Service, Property Management, Purchasing, Shipping & Receiving, and Records Retention. Administrative Services is committed to providing effective and efficient support services with professionalism and pride by being responsive to those whom we serve through continuous improvement. Additional information on the department may be found on www.wcsu.edu/adminservices/. Information on the University may be found on www.wcsu.edu.

Position Summary: The Director of Procurement Services & Contract Compliance reports to the Vice President for Finance & Administration/Chief Financial Officer (VPFA/CFO) and is responsible for the following Administrative Service areas: Purchasing, Property Management, Shipping and Receiving, University Credit Card Program (P-Card), and Mailroom operations. This individual is responsible for ensuring the University's contract compliance procedures. In addition, the Director is also responsible for the University's records management and liability insurance functions.

Duties include:

- Plans, directs, and controls all contractual activities for the University. This includes developing, negotiating, and executing vendor agreements, as well as managing and monitoring contracts for compliance with State and Federal statutes, Board of Regents policies, internal procedures, and contract terms and conditions.
- Supervises the University's purchasing, and supply services. This includes issuance of Requests for Proposal (RFP's), bid requirements, purchase orders, and personal service agreements (PSA's), as well as managing CHRO compliance.
- Develops, publishes, and implements detailed purchasing and contract compliance policies and procedures for the University to ensure sound fiscal management. Conducts educational sessions to distribute information to the University Community.
- Coordinates with the CSCU System Office and the State Attorney General's Office on any system-wide contractual activities, ensuring proper compliance with all prevailing regulations, policies, and procedures.
- Negotiates for approval by the VPFA/CFO, and directly manages contract administration of specified auxiliary service contracts including, but not limited to, food service, bookstore, laundry, and vending.



Position Announcement

- Oversees the Shipping & Receiving area, oversees the University's fixed asset (equipment) recording and monitoring system, administers the State Comptroller's Property Inventory Control System, and completes the annual Property Inventory Report (CO-59).
- Oversees the University's Surplus Property Control Office with the responsibility for proper disposal of surplus equipment.
- Prepares analytical reports for the VPFAFPO, such as periodic and ad-hoc reports comparing year over year, trends, and plans over actuals for the Administrative Services cost centers, including Sodexo.
- Supervises the University's Mailroom operations.
- Responsible for Records Management and Liability Insurance requirements.
- Supervises and evaluates a staff of professionals, paraprofessionals, and support personnel in the administration of administrative service functions.
- Performs other duties and responsibilities related to those enumerated above which do not alter the basic level and responsibilities of the position.

Qualifications:

- Master's degree required, preferably in accounting, purchasing management, financial management or a relevant business or public administration concentration.
- Six (6) or more years of experience in administrative services (purchasing, contract compliance, debit card programs) with experience with the formulation and implementation of policy.
- Demonstrated ability to develop complex and involved contracts, to negotiate these contracts with vendors and service providers, and to manage and monitor contracts in accordance with their terms and conditions, and applicable statutes, regulations, and policies.
- Prior supervisory experience.
- Excellent communication, analytical, and interpersonal skills.
- Must be able to work collaboratively across the campus community.

Salary & Benefits: The hiring salary range is \$106,017 - \$133,787 and is commensurate upon candidates' experience. WCSU offers a comprehensive benefits package. Additional information on benefits can be found at www.wcsu.edu/hr/benefits/. All employment, if offered, is contingent upon proof of citizenship or employability under the requirement of the Immigration and Control Act (IRCA) and the successful passing of a background check. WCSU is committed to providing a safe campus community. Background investigations include reference checks, employment verifications, and a criminal history record check.

Application Process: Prospective candidates must submit a cover letter, which includes the names and contact information for three (3) professional references and a resume to <https://westernconnecticutstateuniversity.applytojob.com/apply/hjDgiubRow/Director-Of-Procurement-Services-Contract-Compliance>. Application review will begin immediately and continue until the position has been filled.



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