

**CLASS TITLE: ASSOCIATE DIRECTOR-PURCHASING AGENT
FOR THE DIVISION OF PROCUREMENT,
MATERIALS AND INFORMATION MANAGEMENT**

**Class Code: 02671900
Pay Grade: 47A
EO: A**

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To direct the state's central procurement, warehousing and information systems; to establish and oversee the implementation of procedures for the operation of divisional units; to set goals and objectives for statewide systems development; to discharge all responsibilities of the State Purchasing Agent as defined by law; to coordinate statewide inventory control; to undertake delegated responsibility of the Chief Purchasing Officer; and to do related work as required.

SUPERVISION RECEIVED: Works under the administrative direction of the Director with considerable latitude for the exercise of initiative and independent judgement; work is subject to review through consultations and written reports for satisfactory performance and conformance to laws, established policies, procedures, rules and regulations.

SUPERVISION EXERCISED: Plans, coordinates, supervises and reviews the work of a professional, technical, and clerical staff.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To oversee the planning, coordination and supervision of the Division of Central Procurement, Material and Information Management including management of budgetary, staffing and program priority issues; to direct the functions of the Office of Purchases, the Office of Information Management, and all state warehousing, supply and inventory functions.

To identify operational inefficiencies, work duplication, and other negative operational factors affecting the management of the state centralized purchasing and information processing system and to implement specific courses of action to increase efficiency and effectiveness.

To be responsible for reviewing legal and/or administrative requirements and assessing their impact on divisional and state operations; to recommend, as appropriate, amendments or revisions to existing laws and regulations; to be responsible for establishing standards, defining and promulgating procedures, determining courses of action when established policies and procedures require interpretation and/or when situations arise where conflicts exist or occur.

To represent the Director of Administration at meetings and in matters of general management implementation; to interact with the Governor's Office in matters with regard to inquiries and expediting transactions, as appropriate.

To act as State Purchasing Agent in accordance with the authority and responsibilities set forth in law and regulations; to act on behalf of, or in the capacity of the Chief Purchasing Officer as appropriate; to be responsible for governing the purchasing management and control of any and all supplies, services, and construction, and other items required for state operations.

To be responsible for monitoring and evaluating central purchasing activity to assure adherence to state procurement laws, regulations, rules, codes and procedures.

To assure that delegated purchasing authority is exercised properly, including compliance with appropriate competitive bidding procedures throughout the state's procurement system.

To establish and maintain good relations with suppliers and potential suppliers without conflicts of interest and to assure that procurements are made in a context which supports to the greatest extent possible competitive purchases; to promote opportunities for minority and women-owned/operated businesses and opportunities for local Rhode Island enterprises; to assure that a pool of responsible qualified suppliers is developed, maintained

and utilized; to administer regulations and policies for supplier qualification, pre-qualification, suspension, debarment, and reinstatement of prospective bidders.

To establish conditions and procedures for delegated purchasing authority, purchase of perishables and items for resale, use of source selection methods including emergency purchases, bid and proposal solicitations, confidentiality of technical data and trade secrets information submitted by actual or prospective bidders or offerers.

To promote standardization of requirements to increase opportunities for the economic advantages of combined purchasing; to establish and monitor standards of quality; to assure that goods and services are delivered according to specified requirements and to supervise the state's warehousing and inventory activities; to implement programs for the development and use of purchasing specifications and for the inspection, testing, and acceptance of supplies, services and construction.

To supervise the automation of state program records and management systems, development of a statewide database, proper development, implementation, and control in conformity to established criteria for security standards and privacy requirements; to assure the compatibility, appropriateness, and cost-effectiveness of computer systems on a statewide basis.

To do related work as required.

REQUIRED QUALIFICATION FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of the principles, practices and procedures involved in the procurement of supplies, materials, equipment and services as it applies to the state centralized purchasing system and the ability to apply such knowledge in the overall plan, organization, direction, coordination and administration associated management and support functions; the ability oversee and direct the collection, analysis, evaluation and presentation of data; an in-depth knowledge of the organization and functions of government including the ability to establish and maintain effective working relations with all state officials; the ability to supervise the operation of the centralized information system; a thorough knowledge of financial management and program planning; the ability to communicate complex ideas in writing and orally; the ability to plan, supervise, direct and review the work of a professional, technical and clerical staff; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: a master's degree from a college of recognized standing with specialization in business or public administration or a closely related field, including and/or supplemented by completion of specialized purchasing/procurement, computer and research training; and

Experience: Such as may have been gained through: considerable employment in a responsible senior managerial or technical position in a major agency requiring supervision of professional and technical staff; extensive experience in financial and program analysis, and planning efforts for major programs; extensive experience in writing technical, procedural and policy documents; employment in positions responsible for development and implementation management of operational procedures, plans and programs.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

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