

**CLASS TITLE: CHIEF OF PURCHASING MANAGAGEMENT
AND SUPPORT SERVICES**

**Class Code: 02674200
Pay Grade: 38A
EO: A**

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To direct the state's Central Purchasing and Support programs. To plan and organize: bid solicitation and purchase order document production and records management, requisition preaudit and purchasing transaction document flow system; to direct the vendor prequalification program and computer-assisted purchasing research and analysis, including the production of management control reports; to be responsible for development and participation in making policy decisions with special attention to long range planning, program development and evaluation; and to do related work as required.

SUPERVISION RECEIVED: Works under the general supervision of the Associate Director of Administration for Central Procurement with wide latitude to exercise independent judgement and initiative; work is subject to review upon completion for results obtained and conformance to established policies, procedures, laws 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, direction and review of operations and other administrative support services of the division including; development and oversight of the division budget; payroll and personnel functions, space, equipment and supply allocation and maintenance.

To provide financial management expertise in program execution to ensure maximum cost-effectiveness.

To direct the entire formalized bid control process including the advertisement and scheduling of bid openings and to ensure the integrity and physical security of the function.

To produce bid solicitations and purchase order documents and records.

To obtain, record, verify and secure bid and performance bond documentation.

To supervise a vendor pre-qualification program for over 10,000 vendors doing business with the State of Rhode Island and to conduct periodic assessments of program status and effectiveness.

To oversee acquisition and verification of vendor certifications for Equal Employment, Disadvantaged Businesses, Drug-Free Work Environment, Barrier-Free Environment and other special requirements for purchase order issuance.

To direct area-specific purchasing research and analysis involving the acquisition of supplies, equipment and services for state departments and agencies.

To manage the State of Rhode Island Centralized Procurement Information System; to maintain the currency, accuracy and completeness of a commodity coding system.

To oversee the development and management of a purchase planning data base for the promotion of schedule purchase contracts and joint procurement; to direct the production of analytical data for selected procurements with respect to the Consumer price Index, industry standards and other factors for procurement cost/prince evaluations.

To be responsible for the division budget, business management and personnel functions.

To prepare management reports and analyses based on the safe procurement information system to evaluate the effectiveness of current purchasing programs and policies and/or determine the need for new programs and policies.

To review legal and/or administrative requirements and assess their impact on the State's purchasing operations.

To recommend, amendments or revisions of existing laws, regulations and policies; and to develop and maintain policy and procedural purchasing manuals consistent with state laws and regulations.

To be responsible for policy and procedural coordination with the Department of Administration Offices of Budget, Accounts and Control, Information Processing and Department legal counsel.

To develop, supervise and conduct special training programs in connection with purchasing policies and procedures for personnel in the Division of Purchasing and for all agency personnel with responsibilities in the State's centralized purchasing process.

To identify operational inefficiencies, work duplication, and other negative operational factors affecting the management of the State centralized purchasing system and to recommend specific remedies.

To prepare written directives and communications for statewide distribution explaining the policy, rules and regulations governing the administration of the centralized purchasing system.

To represent the Associate Director at meetings and in matters of general policy implementation.

To liaison with the Office of the Director of Administration and the Governor's Office to respond to inquiries and expedite transactions, as appropriate.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of purchasing standards; a working knowledge of computerized management information systems; a thorough knowledge of the principles, practices and procedures involved in the procurement of supplies, materials, equipment and services as they apply to a centralized purchasing system and the ability to apply such knowledge in the overall planning, organization, direction, coordination and administration of the associated management and support functions; a thorough knowledge of financial management and program planning; a working knowledge of the competitive bidding process; knowledge of the methods of collection, analysis, evaluation and presentation of data pertinent to the procurement and contractual functions of state agencies; a working knowledge of the functions of state government and its departments and agencies; the ability to establish and maintain effective working relations with all state officials; the ability to supervise the operation of the centralized procurement information system with particular emphasis on form and process with regard to vendor history, commodity coding and prequalification standards; 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. Familiarity with contracts for goods and services and related capacities abilities.

EDUCATION AND EXPERIENCE:

Education: A Master's Degree from a college of recognized standing with specialization in Business Administration, Public Administration or a closely related field, including 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 supervisory position responsible for the procurement of a variety of goods, supplies and services for a large public or private organization, including responsibility for maintaining standards and recording and tracking all purchases; and experience in budgeting technical documentation.

Class Created: October 7, 1990

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