



**CONNECTICUT STATE COLLEGES & UNIVERSITIES
BOARD OF REGENTS FOR HIGHER EDUCATION
JOB OPPORTUNITY
January 5, 2015**

BOR Director of Contracts, Procurement and Purchasing

Open To: The Public

Location: 39 Woodland Street, Hartford, CT

Hours: Full-Time, 40 hours/week

Compensation: MC41 (\$96,534 – 130,603 based on experience & training)

Closing Date: There is no closing date for this search. Applicant screening will begin immediately and will continue until the position is filled. Candidates are encouraged to submit their materials by **January 20, 2015.**

The Connecticut State College and University System (CSCU) invites candidates who have an extensive and successful background in contracts, procurement, compliance, and purchasing functions in higher education to apply for this challenging opportunity with the Board of Regents System Office.

Distinguishing Characteristics

Located in Hartford, CT at the System's central office and under the general direction of the Chief Financial Officer, this position serves as a primary resource for vendor contract negotiation, preparation, and management and provides leadership and guidance to the System's 17 institutions. This position plays a lead role in developing, recommending, and implementing contract compliance and purchasing policies and procedures. The incumbent functions as a skilled negotiator, communicator and problem-solver with considerable knowledge of State and Federal statutes and regulations, as well as excellent independent judgment.

Direct and oversee contracts, procurement, compliance, and purchasing functions for the System Office. Create and maintain a shared service organization for system-wide requirements focusing on quality of goods and services and cost containment as well as develop and maintain system-wide policies for these functions.

Supervision

The position may supervise full- and part-time professionals and clerical staff, and may direct part-time student workers. This position is responsible to coordinate activities at the System Office and the system's 17 institutions of higher education.

Essential Duties

- Plan, direct, and manage all contractual activities for the System Office and system-side in conjunction with the appropriate executives and other staff as required. This includes:
 - Negotiating prices and terms
 - Developing, and finalizing vendor agreements
 - Obtaining competitive bids where appropriate and managing the review process
 - Managing and monitoring contracts for compliance with State and Federal statutes, Board of Regents policies, and other requirements
 - Obtaining approvals from Attorney General's office
 - Utilizing state vendor agreements where advantageous and/or required

- Collaborate with executives and other employees to ensure requirements of contracts are clearly articulated in requests for proposal, and that proposals selected are responsive and conform to requirements.
- Identify opportunities for system-wide savings through volume purchasing, strategic purchasing and contract negotiations.
- Consolidate, develop, publish and implement purchasing and contract policies and procedures, to ensure sound fiscal management and compliance with state ethics code.
- Assist in the development of training programs for procurement professionals.
- Serve as the agency procurement officer (APO) to act as a liaison between the Board of Regents for Higher Education and the State's Chief Procurement Officer (CPO).
- Maintains beneficial working relationships with the Attorney General's Office, Department of Administrative Services, and other state agencies as required for procurement and contracting matters.
- Directly supervise purchasing staff for the System Office and oversee purchasing programs.
- Streamline processes at System Office and system-wide for efficiency; develop LEAN programs as needed.

Qualifications

Demonstrated ability to develop complex and involved contracts, to negotiate the contracts with vendors and service providers, and to manage and monitor contracts in accordance with their terms and conditions, State and Federal statutes and regulations, Board of Regents policies and the State Code of Ethics. Excellent oral and written communication and interpersonal skills are required. Demonstrated experience in developing Requests for Proposal (RFP's) and other justification documents. Demonstrated knowledge of applicable State and Federal statutes, software license and other Information Technology agreements, and procurement best practices. Demonstrated ability to manage the work of professional and support staff in purchasing and related disciplines. Position requires knowledge of basic principles of contract law.

Personal attributes include strong leadership capabilities, integrity, and ability to effect change and motivate others. Position requires solid judgment and analytical skills.

These skills and abilities typically would be acquired through a combination of experience and training which includes university education in law, accounting, purchasing management, financial management or a relevant business or public administration concentration, together with seven (7) or more years related experience in business, purchasing and/or contract law and administration. Juris Doctorate or Masters of Business Administration are preferred.

Application Procedure

Applications must be submitted electronically to jobs@ct.edu and should be received no later than **January 20, 2015**. Please reference "**Search #14-030**" on the subject line of all emails. Please submit the following two (2) attachments with your email:

- (1) BOR Employment Application (available at: <http://www.ct.edu/hr/employment>) **AND**
- (2) Cover letter, resume, and contact information for three professional references in a single Word or PDF file.

Incomplete or late application packages received after the deadline may be discarded.

Refer to www.ct.edu for more information about the CSCU and our 17 institutions.

Notice of Nondiscrimination:

The Board of Regents for Higher Education 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, transgender status, genetic information or criminal record. The following person has been designated to handle inquiries regarding the non-discrimination policies: Laurie Dunn, Interim VP for Human Resources, 61 Woodland Street, Hartford, CT 06105, 860-723-0253 or by email at dunnl@ct.edu.

The Board of Regents for Higher Education is an Affirmative Action/Equal Opportunity Employer and strongly encourages the applications of women, minorities, persons with disabilities, and veterans.