Job Title: Finance Procurement Director

Job ID: 27324

Location: College of Staten Island

Full/Part Time: Full-Time

Regular/Temporary: Regular

POSITION DETAILS

The College of Staten Island (CSI) is a City University of New York (CUNY) senior College organized around two academic divisions and three schools, with over 10,000 students. CSI offers a broad range of academic programs in the liberal arts and sciences, and in several professional areas. The College awards associate's, bachelor's, master's and clinical doctoral degrees, and in collaboration with The CUNY Graduate Center, numerous Ph.D. degrees. CSI's internationally recognized faculty passionately engage in scholarly and artistic activities, and together with a strong professional staff, lead students through transformational learning experiences both inside and outside of the classroom. The College is situated on a 204-acre site, has recently incorporated a residential component, and is currently engaging in capital expansion. It is a hub of intellectual and artistic activity and a community partner and source of economic impact and job creation for the greater Staten Island area.

The College's faculty, administration, and staff are committed to educational excellence as they instill in students an enduring love of learning and respect for pluralism and diversity. The College community recognizes its responsibility to strive for the common good, including an informed appreciation for the interdependence of all people, as well as providing students with the opportunities for successful future careers.

The College conducts its purchases in accordance with New York State and University procurement policy and guidelines. These guidelines are designed to conduct procurements efficiently and effectively while protecting the interests of the State and its taxpayers and promoting fairness in contracting with the business community.

Reporting to the Assistant Vice President for Finance and Budget, the Finance Procurement Director's duties include not only the CUNY Title Overview, but are not limited to:

- Attend annual State Purchasing Forums for compliance with their procurement policies and procedures;
- Oversee, manage and ensure compliance with applicable University and College policies and procedures related to Asset management;
- Directs and provides leadership for the overall Purchasing department operation. Establishes department goals and objectives and evaluates individual and team performance. Develops and implements procurement-related training programs for the procurement team to ensure optimal performance;
- Develops and executes a comprehensive procurement strategy aligned with the college’s objectives, financial goals, and industry best practices. Identifies policies and procedures to optimize the sourcing process, enhance supplier relationships and drive cost savings while maintaining campus standards;
- Meets regularly with respective departments regarding procurement for their understanding and/or recommendations to enhance policies and procedures, communicates and implements new/revised policies, procedures and programs as needed;
- Defines and tracks key performance indicators and reporting to measure efficiency and effectiveness of the procurement functions and experience at the College;
- Serves as campus procurement liaison at University-wide meetings;
- Ensures Campus compliance with University Policies and State Procurement Laws.

QUALIFICATIONS
Bachelor's Degree and eight years' related experience required.

Preferred qualifications include:

- Bachelor’s degree in Business, Economics, Accounting, Finance or closely related field preferred;
- Three (3) or more years’ experience in conducting procurements in a Higher Education setting;
- Five (5) years of supervisory experience in Purchasing Operations;
- Maintains an active membership as a Certified Procurement Professional (CPP), Certified Professional Contract Manager (CPCM), or similar professional procurement certification;
- Familiarity and prior experience with ensuring compliance with NYS Procurement laws, requirements;
- Familiarity and prior experience working with PeopleSoft ERP systems – i.e. State Financial System, CUNYfirst; and
- Strong communication and writing skills.

CUNY TITLE OVERVIEW

Directs a College's purchasing and contracting operations including staff supervision and legal compliance.

- Oversees the procurement of all goods and services necessary for a College's operations within the parameters of CUNY and NYC procurement regulations.

- Represents the College on purchasing and contract matters, providing expertise and guidance during the bidding, selection, negotiation and contract processes.

- Manages and supervises the purchasing office staff to assure all activities related to goods and services are performed in accordance with the applicable guidelines and regulations.

- Manages the Board Resolution process for contracts and purchases in excess of mandated amounts.

- Liaisons with College, University and governmental representatives.

- Provides reports to the executive administration on department operations as required.

- Performs related duties as assigned.

Job Title Name: Finance Procurement Director

CUNY TITLE

Higher Education Officer

FLSA

Exempt

COMPENSATION AND BENEFITS

$111,560 - $129,310
Salary commensurate with education and experience.

CUNY’s benefits contribute significantly to total compensation, supporting health and wellness, financial well-being, and professional development. We offer a range of health plans, competitive retirement/pension benefits and savings plans, tuition waivers for CUNY graduate study and generous paid time off. Our staff also benefits from the extensive academic, arts, and athletic programs on our campuses and the opportunity to participate in a lively, diverse academic community in one of the greatest cities in the world.

HOW TO APPLY

To apply, please visit http://cuny.jobs/ and enter the Job ID# in the “What” section field. Candidates must attach a resume, cover letter, and three professional references (name, title, organization, and contact information) as one file.

**Until further notice, this is a hybrid position, eligible to work remotely and work in the office.

CLOSING DATE

October 19, 2023

JOB SEARCH CATEGORY

CUNY Job Posting: Managerial/Professional

EQUAL EMPLOYMENT OPPORTUNITY

CUNY encourages people with disabilities, minorities, veterans and women to apply. At CUNY, Italian Americans are also included among our protected groups. Applicants and employees will not be discriminated against on the basis of any legally protected category, including sexual orientation or gender identity. EEO/AA/Vet/Disability Employer.