UNIVERSITY OF CALIFORNIA, RIVERSIDE
INVITES APPLICATIONS FOR THE POSITION OF
DIRECTOR OR PROCUREMENT

About UC Riverside:
In the Heart of Inland Southern California, UC Riverside is located on nearly 1,200 acres near Box Springs Mountain in Southern California; the park-like campus provides convenient access to the vibrant and growing Inland region. The campus is a living laboratory for the exploration of issues critical to growing communities’ air, water, energy, transportation, politics, the arts, history and culture. UCR gives every student the resources to explore, engage, imagine and excel.

At UC Riverside we celebrate diversity and are proud of our #8 ranking among the nation for most diverse universities (US News and World Report 2012-13). Become part of a place that fosters success for all its constituents, students, faculty, and staff, and where work/life balance and campus culture are integral to our way of life.

UCR is ranked 46th among top public universities (US News and World Report 2012-13) and is an Equal Opportunity and Affirmative Action Employer with a strong institutional commitment to the achievement of excellence and diversity among its faculty and staff.

About Business and Financial Services:
The Business and Financial Services division provides prompt and reliable accounting and payroll services, ensures accurate financial information and reporting, and complies with applicable laws, regulations, policies and procedures. In support of our mission, we promote and improve the effectiveness and efficiency of our operation by working closely with the campus community and Computing & Communications to improve applications and reporting tools through participation in various workgroups and committees; developing and participating in training/workshops to disseminate information on our applications, tools, policies and procedures; leveraging technology to ensure financial information is readily accessible and available; and contributing to the control environment through interactions with the campus community.

Essential Functions:
The Director of Procurement, Accounts Payable & Travel, and Business Contracts reports directly to the Associate Vice Chancellor-Business and Financial Services. The position is responsible for the leadership, strategic planning, and management of the Procurement Services, Accounts Payable & Travel, and Business Contracts areas. Responsibilities include the management and development of value-added business processes in the above references area. Institution Statistics: FY2014 PO Spend $96M, Travel Spend $9M, Other Direct Pay $23M, Purchase Orders issued 83K, Vouchers Transactions 141K.

Key Responsibilities Include:

- Participates as a member of Business and Financial Services (BFS) management team as well as part of the UCOP and UC System Procurement Services, Travel and Business Contracts collaborative work groups.

- Manages the strategic planning, organization, and operations of the following units of the BFS Division with the goal of creating a value-added Procure-to-Pay (P2P) environment. Collaborates with representatives from UCOP and other campuses to promote coordination and collaboration in P200 activities; seeks out opportunities to optimize purchasing power. Ensures close P2P coordination and collaboration with the campus Logistical Services, Receiving, Mail and other units with the goal of creating value to the campus.

- Oversees Procurement Services, including purchasing, procurement card, small business coordination, implementation of strategic sourcing agreements and other related functions.

- Establishes, refines, and monitors appropriate business and process performance measurements and data for analysis and improvement action. Develops and enhances training programs for campus in areas of responsibility. Leads efforts to develop written campus-level policies and procedures related to respective areas of responsibility.

- Provides guidance and facilitates problem resolution related to respective areas of responsibility to financial officers and administrators across the campus.

- Implements contemporary human resources practices, including performance management and staff development programs. Oversees recruitment, hiring, performance evaluations, assignments of work, merit recommendations, reclassification/equity proposals, disciplinary actions and resolutions of complaints/grievances in areas of responsibility for both represented and non-represented staff.

- Develops and maintains business process continuity and disaster recovery plans for critical functions in areas of responsibility.

- Oversees Accounts Payable & Travel functions including purchase order payments, travel reimbursements, subcontract payments, vendor maintenance, and other disbursements.
Key Responsibilities Include Continued:

- Oversees Business Contracts revenue generating business/services agreements and other contracts such as facilities use agreements & entry permits (less than one year); inter-agency agreements, performance agreements; and miscellaneous business agreements/permits. Collaborates with UCOP and other campus to promote coordination and collaboration seeking out opportunities to optimize purchasing power.

- Leads and manages activities related to the development of systems, systems optimization and process improvements. Leads and collaborates in the development, design and testing of systems, databases, and processes on campus, and in collaboration with UCOP and other campus.

- Represents the Riverside campus and BFS division in system-wide and campus work groups and committees as requested (e.g. UC Procurement Leadership Council).

- Acts as UCR Chief Procurement Officer (CPO) provides professional leadership, managerial oversight and strategic direction for all the procurement functions to ensure consistency with campus/organization/division strategic direction and compliance with University policies.

- Manages the implementation, updates and compliance of the University policies (such as Business & Finance Bulletin (BFB) BUS-34 Securing the Services of Independent Consultants, BFB BUS-43 Materiel Management, BFB BUS-50 Materiel Management Acquisition and Use of Narcotics and Dangerous Drugs, BFB BUS-77 Independent Contractor Guidelines, etc.) and all other local, state, federal or private legislative or regulatory obligations flowed down for implementation and oversight by this position.

- As the CPO, negotiates large dollar, complex, and/or significant contracts/purchase orders on behalf of UCR.

- Ensures UC and campus requirements are implemented appropriately into the campus purchasing systems (e.g. eBuy, SciQuest) and programs (e.g. Pro-Card, small business administration).

- Assists the AVC-BFS with the development, establishment and implementation of the UCR's procurement processes incorporating internal control best practices, user friendly systems, policies and procedures that are effective, efficient and compliant with UC policy, CFR, Uniform Guidance, etc.

- Provides leadership, oversight and strategic direction for all revenue generating business contracts and other delegated business agreement related functions to ensure consistency with campus/organization/division strategic direction and compliance with University policies (e.g. UCR P&P 750-33 Business agreements, UCR P&P 300-66 Sales & Service Activities, Delegation of Authority DA1058 and related re-delegations, etc.) and all other local, state, federal or private legislative or regulatory obligations flowed down for implementation and oversight by this position.

- Ensures UC and campus requirements are implemented appropriately into campus based systems. Assists the AVC-BFS with the development, establishment and implementation of the UCR's processes incorporating internal control best practices, user friendly systems, policies and procedures that are effective, efficient and compliant with UC policy and other regulatory requirements in these areas.

- Seeks out opportunities to optimize contractual agreements as best benefits UCR, UCOP and other UC campus.

- Provides leadership, oversight and strategic direction for all accounts payable, travel and disbursement related functions to ensure consistency with campus/organization/division strategic direction and compliance with University policies (such as BFB G-28 Travel, BFB BUS-79 Business Meetings & Entertainment, BFB G-13 Moving & Relocation, BFB G-41 Employee Non-Cash Awards/Gifts, BFB G-42 Gifts Presented to Non-Employees, BFB G-43 Memberships, Accounting Manual (AM) D-371-35 Honorarium Payments, AM D-371-16 Disbursement Approvals, AM D-371-12.1 Taxes: Disbursements, AM D-371-77 State Withholding to CA Nonresidents, AM T-182-73-63010 Sales & Use Taxes, etc.) and all other local, state, federal or private legislative or regulatory obligations flowed down for implementation and oversight by this position including reporting to federal and state entities (e.g. 1099, EDD, etc.)

- Ensures UC and campus requirements are implemented appropriately into campus based systems (e.g. iTravel, ePay, Vendor Request, EDI, scanning, etc.) and processes (e.g. sales and use tax adjustments, match exceptions, etc.).

- Troubleshoots AP/PO UCDFS functionality issues. Coordinates/completes fiscal year end closing activities related to AP.

- Assists the AVC-BFS with the development, establishment and implementation of the UCR's processes incorporating internal control best practices, user friendly systems, policies and procedures that are effective, efficient and compliant with UC policy and other regulatory requirements in these areas.

- Performs other duties as assigned.
Minimum Requirements:
- Master’s degree in business, finance/accounting, or related discipline, or comparable years of experience and education in a related field; and a minimum of 10 years of recent, progressively responsible, management experience in a large, complex, decentralized organization. Demonstrated knowledge and a thorough understanding of principles of general procurement practices, associated regulations and accepted business practices in these areas. Demonstrated advanced experience in drafting, negotiating, and administering complex business contracts. Familiarity with applicable state and federal laws and regulations regarding commercial contracts. Knowledge and experience with procurement interrelationships between requestors, administrative functions, buyer, receiving, campus constituents, common carriers, suppliers and transport brokers.
- Experience in planning, developing and managing multi-million dollar budgets, contracts and agreements for a large organization. Demonstrated knowledge of fiduciary responsibility and financial principles in effectively managing resources within established budgetary limitations, prioritizing work within the resources allocated. Advanced experience with managing contemporary procurement and/or payables systems and processes in a large organization.
- Demonstrated ability to conduct complex analyses to provide essential information necessary for operational decision making. Proven ability to analyze complex information and formulate logical and objective conclusions. Demonstrated skill in developing and implementing programs ranging in size, complexity, innovation, and comprehensiveness. Demonstrated ability to utilize computers, databases, forms, spreadsheets, extract data, organize, and manipulate data from multiple sources, and to use appropriate analytical and statistical methods to identify issues and trends. Demonstrated skill in utilizing information technology applications, including Microsoft Office Suite (Word, Excel, Access, Outlook) and web-based query, reporting, and work flow management tools.
- Demonstrated skill in leadership and consensus building on significant organizational issues, and experience sustaining a high level of energy and enthusiasm for advancing ideas and programs in support of common goals. Knowledge of Lean Management principles and the practical application of these principles. Ability to challenge the status quo, analyze existing processes and tools, and develop and communicate recommendations for improvement to leadership. Demonstrated ability to conceive, develop, and implement innovative and creative solutions to achieve continuously improved services. Strong leadership style and the ability to drive/change culture and patience in guiding changes through an evolving organization. Knowledge of and ability to use process improvement techniques to implement change throughout the unit as benefits the campus. Demonstrated successful experience in designing, implementing, and evaluating internal controls in related business processes in a decentralized environment; developing meaningful performance measures and using results to implement successful process improvements. Demonstrated ability to work independently and under pressure to manage multiple concurrent tasks/responsibilities and changing priorities, while maintaining effectiveness.
- Excellent interpersonal skills, ability to clearly communicate information to a variety of people in writing and verbally. Proven skill in listening, anticipating, interacting with the public and responding to the needs of customers to drive excellent customer service. Ability to represent the university, and the unit, to the community and general public; commitment to UCR Principles of Community, Workforce Diversity, Health and Safety, Service Orientation, and UC Standards of Ethical Conduct and Ethical Values. Must successfully complete background investigation.

Preferred Qualifications:
- Certified Professional in Supply Management (CPSM). Work experience in a higher education environment. UCR Financial System (UCRFS) and/or PeopleSoft experience. Working knowledge of UC policies and procedures. Professional knowledge and experience in the principles, practices, and trends of public academic, research and administrative policies, applicable laws and practices.

Conditions of Employment:
This is a full-time, career position. The standard work schedule is Monday - Friday, 8:00 a.m. to 5:00 p.m. The budgeted annual starting salary range for this position is $71,200 - $146,000. All UCR employees are required, as a condition of employment, to successfully complete a background investigation through the U.S. Dept. of Justice.

Benefits of Belonging:
We offer a comprehensive compensation and benefits package. For information about our generous employee benefits package, please visit our website http://atyourservice.ucop.edu/employees/new_employee/orientation.html.

Application Instructions:
To apply for this position, please click the HR JOBS link at the bottom of this page if you are viewing this flier on the UCR Business and Administrative Services website. You may also apply for this position by visiting our UCR Jobs website http://jobs.ucr.edu and selecting the browse jobs link. The Director of Procurement position number is 201507136721.

Filing Date: Open until filled.