Job Vacancy Notice

Job Title: Finance Procurement Director

Job ID: 23125

Location: Hostos Community College

Full/Part Time: Full-Time

Regular/Temporary: Regular

POSITION DETAILS

The mission of Procurement is to ensure efficient and seamless College operations by obtaining all goods, equipment and services while ensuring compliance with rules and regulations set forth by all applicable governing agencies.

The Procurement Department seeks applications for a Finance Procurement Director, reporting directly to the Senior Vice President and Chief Operating Officer. Responsibilities include, but are not limited to, the following:

- Oversees all matters related to both tax levy and non-tax levy purchases, including developing bid specifications, advertising in the NYS Contract Reporter, negotiating contracts with vendors based on price and product specifications through a variety of procurement methods – Invitation of Bids, Requests for Proposals, Expressions of Interest, etc.
- Serves as a liaison with internal and external stakeholders — at various organizational levels — including, but not limited to; program, legal, finance/budget, computer information services, vendor integrity, colleges, oversight agencies, and vendors to achieve a superior, seamless support service function that results in timely and effective awards to responsive and responsible vendors
- Prepares, analyzes and oversees evaluation and award processes of Invitations for Bids (IFBs) Request for Proposals (RFPs), including participation in negotiations for contracts and other forms of solicitation;
- Participates in strategic planning and re-engineering efforts; evaluates outcomes and makes recommendations regarding resources
- Develops and implements internal policies and training manuals for CUNYFirst and NYS Financial System and other tools necessary to implement strategic initiatives in the e-Procurement environment
- Works effectively individually and collaboratively with internal and external stakeholders; the College’s academic and operations departments; University General Counsel’s Office, and the Central Office of Facility Planning and Construction Management
- Provides oversight to the Mail Room, Duplicating, Receiving and other areas as assigned
- Essential duties require on campus presence

QUALIFICATIONS

Bachelor’s Degree and eight years’ related experience required.

The following qualifications are preferred:
- Master’s Degree in Finance or related field
- Knowledge of NY City and State procurement policies
- Experience with E-Commerce
- Knowledge of Enterprise Resource Planning System, the State Financial System, and the New York City Financial Management System
- Effective leadership capabilities and collaborative work style
- Strong analytical, supervisory and communication skills
- Proficiency with computer-based systems relevant to job duties
- Availability to work evening and weekend hours when required

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
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
Applicants must apply online by accessing the CUNY website at www.cuny.edu and navigate to the following links: "Employment" and "Search Job Postings"

Please attach resume, cover letter, and three professional references.

CLOSING DATE
Open until filled, with review of applications to begin November 30, 2021.

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.