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| Job Title | Director of Capital Procurement Services |
| PVN ID | VC-2111-004349 |
| Category | Managerial and Professional |
| Location | OFFICE OF VC - FACILIT PLAN, CONSTRUC & MGMT |
| Department | Capital Procurement |
| Status | Full Time |
| Salary | Depends on qualifications |
| Hour(s) a Week | 35 |
| Closing Date | Dec 01, 2021 (Or Until Filled) |

General Description

GENERAL DESCRIPTION:

The City University of New York (the “University”) is the nation’s leading urban public university, serving 520,000 students – more than 270,000 degree-credit students and nearly 250,000 in adult, continuing and professional education at 24 institutions in New York City. The University includes 11 senior colleges, seven community colleges, the William E. Macaulay Honors College at CUNY, the Graduate School and University Center, the CUNY Graduate School of Journalism, the CUNY School of Law, the CUNY School of Professional Studies, the CUNY School of Public Health, and the CUNY School for Labor and Urban Studies.

The City University Construction Fund (CUCF) is a public benefits corporation statutorily authorized to provide and manage capital projects for the facilities that support the educational mission of the University.

The Director of Capital Procurement Services would report directly to the University’s Vice Chancellor for Facilities Planning, Construction and Management (FPCM). The University is seeking an energetic and thoughtful leader for the position of Director of Capital Procurement Services to oversee and direct CUCF’s procurement activities on behalf and for the benefit of the University. The Director of Capital Procurement Services will oversee the Office of Capital Procurement Services within FPCM, which includes the Capital Consultant Contract and Capital Construction Contract Units. The Office of Capital Procurement Services is responsible for overseeing the procurement, management, and administration of all contracts necessary for CUCF to provide capital management services on behalf of the University to all University facilities, including, but not limited, to architectural, engineering, construction, and related services.

A key goal for the Office of Capital Procurement Services to improve the efficiency and effectiveness of the procurement process will be the design and implementation of automated, streamlined procurement processes and methods. Essential to this goal is the continued standardization and streamlining of procurement operations and improving data collection, tracking, and reporting. Such initiatives will enhance internal

operations and better equip FPCM to capture data vital to meeting the increased New York State procurement opportunity program, including tracking, and reporting requirements in addition to managing FPCM's onboarding/interface with the New York State contracts system, as well MWBE requirements mandated by New York State. Also, essential to this key goal is developing and planning integrated capital project delivery methods to coordinate and streamline contracts and contract activities for planning, design, engineering, construction, and other related services and do so in the context of boards of trustees and New York State and New York City oversight requirements. The Office of Capital Procurement Services will also provide sustained enterprise-wide leadership for construction services and support to ensure that the University, through CUCF contracts, can obtain the best value for construction related services for University facilities.

The Director of Capital Procurement Services will work with key stakeholders to develop, maintain, and communicate strategic capital procurement services' overall policies, mission, vision, guiding principles, plans, strategies, practices, and tools and to ensure alignment with the needs and mission of the University. The Director of Capital Procurement Services must establish and maintain strong senior leadership level relationships across the University to communicate and obtain support of strategic capital procurement initiatives which provide value, increase efficiency, and reduce costs. The Director of Capital Procurement Services will develop plans and measure performance to ensure that customer service, procurement value, and cost savings goals are met or exceeded.

The Director of Capital Procurement Services works in close partnership with the State of New York and City of New York, the University's Office of General Counsel, CUCF's Office of General Counsel, University's central office and college personnel and contractor community to design and implement a fair, consistent, strategic, customer focused, and competitive capital construction procurement process.

Salary commensurate with experience.

Posting closes December 1, 2021.

Other Duties

KEY RESPONSIBILITIES(including but not limited to):

- Develop and implement innovative procurement and project delivery methods to support the University's capital project needs.
- Develop the procurement infrastructure to support a greater role by the University in the direct procurement and management of its capital projects.
- Participate in developing standardized and simplified procurement processes and expanding the use of the web and automation.
- Supervise all aspects of capital contract management
- Procurement planning
- Purchasing planning
- Purchasing and contract development

- Determination of procurement method
- Negotiating with vendors
- Managing the solicitation process from identification of need to contract registration
- Oversight of the University's goals and initiatives to enhance contracting with Minority-and Woman-owned Business Enterprises (MWBE) and Service-Disabled Veteran-Owned Businesses (SDVOB).
- Plan, procure, award, and manage requirements contracts for the execution of construction projects by CUCF on behalf of the University.

CORE COMPETENCIES

- Experience in public sector procurement for construction services, particularly in New York state
- Experience with various construction project delivery methods
- Ability to solve current and anticipated reporting issues
- Ability to set project priorities and adjust implementation strategies
- Ability to work effectively with staff, associates, and internal and external constituents
- Ability to communicate effectively with diverse constituencies; ability to explain complex concepts to professional University staff, constituent college officials, and other staff in non- business areas
- Ability to motivate staff and work as team player within a large department
- Ability to meet deadlines, communicate effectively and efficiently and work with technology and available systems to provide results
- Knowledgeable about policy review, data collection, statistical evaluation of data, and strategies for conveying results to users

Qualifications

QUALIFICATIONS

Minimum Qualifications

Bachelor's degree in business, materials management, supply chain management or a related field and eight years' relevant experience required.

The successful candidate will possess the following knowledge, skills, and professional attributes:

- Eight years progressively responsible experience overseeing financial management, procurement, or related areas, for large organizations responsible for construction project, preferably in a governmental setting or higher educational organization, of which no less than five years are in a senior supervisory capacity.
- Extensive knowledge and experience leading strategic procurement for an institution with the size and complexity of the University system and extensive knowledge of best practices in procurement for public entities, including higher education.
- Demonstrated leadership to guide, motivate, and direct team members
- Proactive, creative, and innovative.
- Proven ability to implement and sustain a strategic procurement plan linked to a budget with savings and performance goals.
- Significant experience and competencies in developing and implementing sourcing strategies for multiple supply categories and project delivery strategies.

- Broad experience executing construction contracts and managing suppliers.
- Skill in managing customer support and training for a diverse customer population.
- Demonstrated abilities to facilitate collaboration between diverse groups with potentially conflicting interests
- Demonstrated ability in interpreting and explaining technical and complex statutes, policies, and codes; conducting research and analysis; and reaching rational, fair conclusions from available information.

Preferred Qualifications:

- Masters of Business Administration or Masters in a related field and/or Certified Public Procurement Officer (CPPO) or Certified Professional Public Buyer (CPPB) designations and Juris Doctorate degree are preferred.
- Knowledge of all procurement process disciplines including spend category/commodity management, government procurement, source selection methodologies, bid specifications, statements of work, requests for proposals and solicitations, negotiation, contract formation, supplier value management, requisition to payment and/or administration is critical.
- Demonstrated ability to provide effective leadership, strategic vision, supervision, professional development, and training to ensure individual staff development and achievement of organizational goals and provide a high level of customer-focused services and continuous improvement in the procurement area.
- Superior analytical, communication, and interpersonal skills, and has the capacity to think strategically and creatively.
- Demonstrated experience in implementing strategic sourcing principles.
- Strong understanding of information technology, bench marking and performance metrics.