



POSITION ANNOUNCEMENT

Position Title: Assistant Director of Procurement
Classification: Full Time, Non-Classified, Exempt, Benefits-Eligible
Date: September 25, 2020

Located in West Virginia's Capital City of Charleston, the West Virginia Higher Education Policy Commission is home to more than 70 staff members dedicated to transforming lives for the state's college students. Working with 30 colleges and universities, our agency serves more than 70,000 undergraduate and almost 12,000 graduate students, helping improve their access to college, their success throughout college and their impact after they graduate. We embrace diversity. We value community. We drive growth. We engage – helping West Virginia's Climb to equip 60 percent of West Virginians with a certificate or degree by 2030. The Policy Commission is sought after as the best place to work, succeed and make meaningful change. Join our team and help West Virginia on its Climb to student success.

Position Overview: Reporting to the Director of Procurement, the Assistant Director of Procurement assists with the planning, administration and monitoring of purchases for the West Virginia Higher Education Policy Commission (Commission) and the Council for West Virginia Community and Technical College Education (Council). The Assistant Director will write, bid, evaluate and manage complex bidding documents and contracts for the Commission, Council and in certain cases, for the colleges of the Commission and Council.

Duties and Responsibilities:

Write, initiate and oversee bids and professional services contracts. Work with departments to support development of scopes of work and create competitive bid packages for professional services; educate staff in proper techniques of bid evaluation and act as a voting member of all bid evaluation committees; manage bid evaluation process by reviewing bid submittals, analyzing proposals and evaluating pricing; work with evaluation committee to recommend a selected vendor to management; and document the solicitation and evaluation process statistics and conclusions. Maintain appropriate contract and procurement records, works with Privacy Officer and State Attorney General's Office to ensure contracts/purchase orders protect user data and or approved as to form. Oversee the Purchasing Card program for the agency. Identify opportunities for open-end contracts that can be used by all WV higher education institutions; provide support and assistance on policy questions for institutions; assist institutions with contract review for compliance; develop training for presentation to institution chief procurement officers and buyers at semi-annual conferences.

Knowledge, skills and abilities:

The successful candidate will possess attention to detail, ability to manage competing demands, and work independently. Additionally, the candidate will be able to establish good working relationships with external stakeholders, as well as possess excellent written and verbal communication skills. Candidates must possess demonstrated knowledge of principles, practices and procedures of public contract administration, procurement laws and contract funding procedures and requirements; ability to interpret complex regulations and policies, use sound analytical judgement; exercise initiative and creativity to solve issues; the ability to work with an enterprise resource system such as wvOASIS; and must be proficient in Microsoft Office products.

Education and experience: Bachelor's degree in Business or related field is required. A minimum of three years of procurement experience with a large diverse organization is required. Procurement experience in higher education or WV state government is preferred. Any equivalent combination of relevant education and experience will be considered.

Salary Range: Competitive salary, commensurate with experience.

Closing date: Applications will be accepted until position is filled. Priority consideration will be given to application materials received on or before October 23, 2020.

Application process: Qualified candidates must submit a letter of interest, a current resume, and titles, phone numbers and e-mail addresses for three professional references. Final candidates are subject to employment and credential verification, as well as, reference and background checks. Submit all information electronically **via e-mail** with "Assistant Director of Procurement" in the subject line to: Ms. Vickie Hairston, HR Representative, Senior at hepc.hr@wvhepc.edu.

Equal Opportunity/Affirmative Action Employer/Veterans/Disabled

The West Virginia Higher Education Policy Commission and the Community and Technical College System of West Virginia are equal opportunity employers. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, or protected veteran status and will not be discriminated against on the basis of disability. The Commission and Council provide a collegial, respectful and inclusive environment that values the diversity, creativity and contributions of its staff.