



Mississippi Board of Trustees of State Institutions of Higher Learning Position Announcement

JOB TITLE: Interim Procurement and Property Officer (Time-Limited)

The Mississippi Board of Trustees of the State Institutions of Higher Learning (IHL) seeks applications for the position of **Interim Procurement and Property Officer**. The Interim Procurement and Property Officer reports directly to the Director of University Financial Analysis. IHL is governed by a twelve-member Board of Trustees and consists of eight universities. The eight universities enroll over 80,000 students.

IHL offices are located in Jackson, Mississippi.

Job Summary: The Interim Purchasing and Property Officer is responsible for the Purchasing of Commodities, Services and Fixed Assets in accordance with Miss Code 31-7-1; Vendor Negotiation; Asset Disposition; Property Reporting; Equipment Maintenance; State Bid Process.

This position directs the Procurement and Property Functions of the Executive Office of the Institutions of Higher Learning (IHL) and has considerable authority and independence of action, although the work is reviewed through conferences and reports to the Director of University Financial Analysis.

This position initiates, coordinates and participates in the negotiation of specialized contractual arrangements between the Executive Office and selected vendors committing IHL funds to ensure procurement of high quality merchandise and services at optimum price governed by the laws of the State of Mississippi. In addition, the Interim Procurement and Property Officer coordinates and maintains accurate property records within the laws and policies of the State of Mississippi.

This position is designated as interim to provide short-term oversight of IHL procurement and property processes until a long-term candidate fills the position. This position does not oversee any staff.

Essential Duties and Responsibilities: A review of this description has excluded the marginal functions of this job which are incidental to the performance of fundamental job duties. All duties or requirements are essential job functions. This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instruction and to perform any other job-related duties requested by their supervisor. This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship.

Responsibilities Include:

- Adheres to IHL and department policies, procedures, and regulations.
- Formulate and administer the IHL's procurement & property policies and procedures and serves as liaison and coordinator between the IHL, the State Office of Purchasing, Travel & Fleet Management, DFA-Financial Control, State Auditor's Office, Office of Building, Grounds & Real Property Management and other governmental entities - - - Federal, State & local.
- Arrange purchases between IHL departments and qualified vendors committing IHL funds to insure the procurement of quality merchandise at the lowest price.
- Review purchase requisitions for accuracy, make changes as needed to insure conformance with IHL and state purchasing regulations.
- Approve and route requisitions according to the type of item or dollar amount. This would



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require a working knowledge of state contracts to assure compliance with state law as well as a working knowledge of the technique of writing and interpreting commodity specifications.

- Demonstrate considerable knowledge of purchasing methods and have the ability to work without supervision. Have the ability to establish and maintain effective working relationships with employees, vendors and the public.
- Demonstrate considerable knowledge of source reference for a wide variety of items and market variables in supply, cost and quality goods.
- Work closely with departments and vendors regarding purchasing problems, such as shipping dates, broken items and incorrect invoices.
- Demonstrate a working knowledge of storage and shipping requirements for a variety of materials, supplies and equipment and have sufficient knowledge of this to effectively talk with representatives of various firms that call on the IHL.
- Demonstrate considerable knowledge of general office procedures, practices and equipment.
- Demonstrate the ability to obtain and interpret market prices and trends, and apply such interpretations to procurement problems in assisting the various departments in determining materials to be purchased (including the selection of vendors, quantity of materials, and dates of purchase).
- Actively solicit new vendors in the following types of business:
 - Small Business
 - Socially and economically disadvantaged small business
 - Woman owned business
- Manage acquisition and disposal transactions of property ensuring timely and accurate reporting to the Office of the State Auditor, Property Division.
- Responsible for the coordination of property audits and ensures compliance with state and federal regulations.
- Participate in development, implementation and maintenance of policies, objectives, short- and long-range planning; develops and implements projects and programs to assist in accomplishment of established departmental goals.
- Perform related duties as assigned.

Qualifications:

Master's degree from an accredited four-year college or university in Accounting, Business Administration, Finance, Political Science or Public Administration and five years of experience in purchasing and/or contracting.

-or-

Any equivalent combination of related experience and/or education.

Preferred Qualifications:

Certifications: CPPB, CPPO, CPM

Mental Requirements (Knowledge, Skills and Abilities):

- Ability to conduct research, collect and analyze data, and present information to targeted audience; and
- Excellent interpersonal, written, and verbal communication skills.



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Application Procedure:

To apply for this position, submit an official **IHL Application for Employment** along with letter of interest illustrating the match between the candidate's experiences and the positions requirements; a current résumé; and names, addresses, e-mail addresses, and phone numbers of three (3) professional references to the following address:

Mississippi Institutions of Higher Learning
Office of Human Resources
3825 Ridgewood Road
Jackson, MS 39211

Applications may also be emailed to hr@mississippi.edu or faxed to 601.432.6129.

Women and minorities are encouraged to apply. For more information regarding IHL, visit our web site at www.mississippi.edu/ihl.

Review of applications will begin immediately and will continue until the position is filled.