



**UW SYSTEM ADMINISTRATION
OFFICE OF PROCUREMENT**

**DIRECTOR OF PROCUREMENT
Madison, WI**

The University of Wisconsin System is one of the largest systems of public higher education in the country and employs more than 39,000 faculty and staff statewide. The UW System institutions' combined headcount enrollment exceeds 175,000, and it confers approximately 36,000 degrees each year. The UW System is comprised of 13 four-year universities, 13 freshman-sophomore UW colleges, and a statewide UW-Extension. Two of the universities (UW-Madison and UW-Milwaukee) are doctoral degree-granting institutions and 11 are master's degree-granting comprehensive institutions. The UW System is governed by a single Board of Regents comprised of 18 members. The UW System head is the President of the System. Together, these institutions are a tremendous academic, cultural, and economic resource for Wisconsin, the nation, and the world. Learn more about the UW System at: <https://www.wisconsin.edu/about-the-uw-system/>.

The University of Wisconsin System is seeking a candidate to lead the UW System Procurement Office during a time of opportunity and change. The Office of Procurement is supporting two strategic initiatives within the CORE project 1) to grow strategic sourcing and 2) streamline and automate the purchasing process which are part of the [UW System's Strategic Plan 2020 FWD](#).

The UW System is restructuring by integrating the UW Colleges and UW Extension with the four year comprehensive universities. The restructuring project will impact procurement operations at the UW System and UW Institutions. [More on the restructuring project can be found here](#).

[The Office of Procurement](#) and [Office of Risk Management](#) are part of Administrative Services in UW System Administration. The Office of Procurement and the UW Institution Purchasing Offices are responsible for purchasing approximately \$500 million of goods and services annually. The UW System is a public entity and buys goods and services within the State of Wisconsin's purchasing policies and procedures framework.

The Office of Procurement includes an experienced staff that operate independently. The Office specializes in enterprise information technology contracts, auxiliary contracts, gift and grant funded capital projects and enterprise service contracts. The Office of Procurement works closely with all the UW Institution Purchasing offices to support the mission of the UW System.

The ideal candidate will have experience in procurement, process transformation, change management and technology initiatives. The Director will have responsibility for purchasing strategy, metrics, goals and policy.

This position is located in Madison, WI. Parking is available on-site.

Major Responsibilities

1. Plan and coordinate the operations of the Procurement office.
 - Develop plans to execute major initiatives.
 - Develop a Vendor Management program in partnership with UW institutions.
 - Develop timelines to address major contract requests, renew existing contracts and in addition to new contracts identified using spend data.
 - Identify key contract administration KPIs for critical contracts and put into place.
 - Develop staff through formal and informal training, including membership in professional organizations (ISM, NAEP, ICM, NACAS, etc.)
 - Establish goals and metrics to measure quality and productivity of work.
 - Promote customer service and responsiveness to the needs of UW System institutions and establish related performance measures.
 - Communicate effectively with a range of stakeholders in UW System Administration, at UW Institutions, vendors, and other external entities.

2. Buy goods and services within the State of Wisconsin purchasing policies and procedures and delegation agreement and the Board of Regents procurement policies.
 - Review and approve UW Institution requests for delegation. Modify delegation and assume the purchasing and contract signature authority when appropriate.
 - Train and support UW System Institution Purchasing staff.
 - Provide assistance to UW System Institutions in navigating the State's purchasing framework working with the Wisconsin Department of Administration's (DOA) State Bureau of Procurement to resolve issues.
 - Conduct management reviews of purchasing operations to ensure compliance with the delegation agreement.

3. Procurement Liaison to the State of Wisconsin and other State Agencies
 - Serve on the Interagency Purchasing Council on behalf of the UW System institutions, along with UW Madison's Purchasing Director.
 - Review and comment on proposed procurement policies and procedures.
 - Advocate for changes to streamline the purchasing process.
 - Participate in ad hoc state-wide purchasing or policy committees.

4. Develop Procurement strategies:
 - Grow Strategic Sourcing and Category management.
 - Using spend data, identify and recommend opportunities for cost savings or cost avoidance. Improve methods for tracking cost savings.
 - Work with DOA and UW Institutions to ensure strategic contracts are in place and avoid duplication of work.
 - Work with DOA and UW Institutions to identify who will manage which contracts.
 - Develop strategies to address federal and state programs including – Minority Business Enterprise, Sheltered workshops, Disabled Veteran Enterprises, American Made Legislation

5. Lead the implementation of purchasing technology to streamline the purchasing process and increase the spend data available to the university. Assist in implementing new modules or upgrades to the existing purchasing systems.

6. Ensure purchasing support and guidance are provided to UW institution procurement professionals in the procurement of complex goods and services including negotiations. This includes compliance in a

complicated regulatory environment, establishing and maintaining appropriate internal controls, and directing periodic reviews.

7. Lead the development and implementation of purchasing policies and procedures, and associated training. Establish business process and procedures for purchasing within UW System Administration.
8. Procurement Legislation
 - Work with the Associate Vice President and University Relations to draft procurement legislation as needed.
 - Respond to legislative inquiries or to proposed bills related to procurement issues, including conducting fiscal analysis.
9. Annual Contract Reports
 - Work with Procurement Analyst on the annual MBE Base and Contractual Services reports.
 - Work with the Procurement Analyst to develop reports on Strategic Savings efforts and Annual Spend Report for the UW System.

Minimum Qualifications

The following knowledge and skills are required for this position:

1. Bachelor's Degree is required
2. Five years of procurement management and leadership, analytics, contract development, negotiating and use of best practices in the procurement of goods and services.
3. Three years of supervisory experience.
4. Excellent written and verbal communication skills.
5. Proficiency in Microsoft Office.

Preferred Qualifications

A highly qualified candidate would have the following knowledge and skills:

1. Experience in public sector purchasing such as the government sector, an industry with federal funding such as Healthcare, or in Higher Education.
2. Demonstrated leadership, customer service, and problem-solving abilities.
3. Demonstrated experience with Procurement system use and implementation.
4. Five plus years of supervisory experience.
5. Experience establishing data-driven performance metrics and reporting.

Conditions of Employment:

This is a full-time, exempt academic staff position. The Director Procurement title is assigned to Salary Range UWS 9 (currently \$83,481 - \$125,221). Salary will be commensurate with the candidates' qualifications and experience. As a UW System employee, you will receive an excellent compensation package. Please see this link for additional information: [UW System Total Compensation Estimator](#). An excellent benefits package is also included: [Summary - Faculty, Academic Staff & Limited Appointees](#).

Special Note: The UW System conducts criminal background checks for final candidate(s).

To ensure full consideration, a cover letter, resume, and a completed application must be received by Friday, January 12, 2017. However, applications may be accepted until the position has been filled.

Application Process

Applications are to be completed [online](http://www.uwsa.edu/hr/jobs/applicantportal.htm) at <http://www.uwsa.edu/hr/jobs/applicantportal.htm>. To apply, the following items are required to be combined in one single PDF document to ensure full consideration:

1. A cover letter specifically addressing how your education and experience relate to the position and qualifications described above, with an emphasis on the areas outlined under “Minimum Qualifications;”
2. A comprehensive résumé; and
3. The names, addresses, e-mail addresses, and phone numbers for at least three professional (including supervisory) references.

Your application materials also need to include a statement of whether you wish to have your application held in confidence or made available to the public upon request. Please note that in the absence of any statement regarding confidentiality, we will assume you do not wish to have your application held in confidence.

The University of Wisconsin System will not reveal the identities of applicants who request confidentiality in writing, except that the identity of the successful candidate will be released.

[See Wis. Stat. sec. 19.36\(7\).](#)

Please upload this **single PDF document** to the “Upload a New Resume” section of the online application process. Please do **NOT** submit individual documents in the “Add Attachment” or “Add References” sections of the process.

Questions may be addressed to: Wanda Manning, HR Generalist; UW System Human Resources; at wmanning@uwsa.edu or at (608) 262-1680.

The University of Wisconsin System Administration is an affirmative action/equal opportunity employer and actively seeks and encourages applications from women, minorities, and person with disabilities.