

Director of Procurement Services
Old Dominion University

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Posted Dec. 20, 2024, set to expire Nov. 1, 2025

Job Title	Director of Procurement Services
Department	PROCUREMENT SERVICES
Institution	Old Dominion University Norfolk, Virginia
Date Posted	Dec. 20, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Director/Manager
Academic Field(s)	Financial Planning/Budget Management
Job Website	https://jobs.odu.edu/postings/22416
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Job Description	

Job Summary

The Director of Procurement Services is responsible for advancing the University's procurement strategies to develop financial and operational efficiencies through strategic sourcing. The Director is responsible for planning, directing, and coordinating the operations of the Procurement Department including management and oversight of the purchasing officers and staffing involved in the procurement operation, obtaining and distributing quality goods and services to accomplish the business of the institution in a cost-effective, timely, accurate, and customer-friendly manner. This position is responsible for all administrative and operational functions of the procurement programs including sourcing, supplier diversity, contract administration, purchasing card, and warehouse and surplus property functions. The Director oversees the formulation of policies and directs personnel in the development and implementation of procurement methods designed to streamline processes, reduce costs, and provide exceptional customer service. The primary goals of this position are to

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ensure best value contracts, to ensure efficiency and effectiveness of procurement business processes, to be proactive in meeting the needs of the campus departments, to provide exceptional customer services and to remain in compliance with all Federal, Commonwealth, and institutional procurement-related laws, policies, and regulations.

- **Master's in Public Administration, Business Administration or equivalent business-related degree from an accredited institution of higher education; Bachelor's Degree in Public Administration, Business Administration or equivalent business-related degree from an accredited institution of higher education with an equivalent combination of experience that equates to a Masters.**
- Extensive knowledge in state and/or local governmental procurement laws, policies and procedures.
- Working knowledge of technology associated with procurement and purchasing activities.
- Excellent verbal and written communication skills.
- Excellent customer service skills.
- Strong analytical skills with ability to draw and communicate insights from quantitative and qualitative data.
- Strong problem-solving skills with ability to exercise sound judgment and make decisions based on accurate and timely analyses.
- Ability to initiate, establish, and foster communication and teamwork by maintaining a positive, cooperative, productive work atmosphere.
- Ability to negotiate contracts and solve any procurement issues within statutory guidelines.
- Significant work experience providing responsible administrative, technical and analytical support in an environment of similar complexity.
- Significant related experience in a major state or local government agency.
- Working experience in managing procurement services staff in a comparably large and complex environment

Preferred Qualifications

- Professional designation such as Certified Public Purchasing Officer (CPPO) or Certified Public Procurement Buyer (CPPB), or Certified Purchasing Manager (CPM) or Certified Professional in Supply Management (CPSM)

Conditions of Employment

Completion of Statement of Personal Economic Interests is required upon hire



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Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

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