



UNIVERSITY OF
**CENTRAL
MISSOURI**



POSITION PROFILE

Director of Procurement, Contracts, & Distribution Services

University of Central Missouri

WARRENSBURG, MISSOURI

**REDEFINING
WHAT'S POSSIBLE**

About the Opportunity

The **University of Central Missouri** (UCM) invites applications and nominations for the position of **Director of Procurement, Contracts, & Distribution Services**, a highly visible leadership role responsible for advancing effective, ethical, and strategic procurement practices across the University.

UCM seeks a collaborative and solutions-oriented leader who can balance compliance with service, process with practicality, and financial stewardship with the evolving needs of a dynamic university community. The Director will have the opportunity not only to manage important institutional functions, but also to strengthen relationships, enhance processes, leverage technology and data, and further position Procurement, Contracts, & Distribution Services as a strategic partner to the University community.



Reporting to the Vice President of Operations, Director provides leadership for a broad portfolio that includes procurement, contract administration, distribution services, and outsourced print and copy operations. Serving as both an advisor and operational leader, the Director will partner with academic and administrative units across UCM to ensure that procurement activities are timely, cost-effective, transparent, competitive, compliant, and aligned with institutional priorities.

The next Director is charged with strengthening contract and vendor management across the institution by establishing productive relationships with vendors and contractors, monitor performance and contractual compliance, address issues as they arise, and help ensure that UCM receives strong value and service from its external partnerships.

Equally vital is the next Director's leadership of the people, processes, and systems, supervising and developing staff while fostering a culture of accountability, collaboration, continuous improvement, and exceptional service. The position will oversee key procurement technologies and processes and use data, spend analysis, vendor reporting, and performance measures to identify opportunities for greater efficiency and effectiveness.



Responsibilities

This position directs the University's procurement, contract administration, distribution services, and printing operations. This position also provides strategic leadership for the timely, ethical, compliant, and cost-effective acquisition of goods and services; oversees complex and technical solicitations, including construction and capital projects; manages vendor and contract performance; and leads assigned staff and systems in support of institutional priorities and community needs.

Procurement Administration

- Directs procurement operations to ensure the timely, ethical, and cost-effective acquisition of goods and services in compliance with applicable federal, state, and University requirements.
- Develops and implements procurement strategies aligned with institutional goals, operational needs, and sound stewardship of University resources.
- Develops and oversees complex and technical competitive solicitations, including Requests for Proposals (RFP), Requests for Information (RFI), Requests for Qualifications (RFQ), and construction or capital-project procurements, from planning through contract execution.
- Partners with requesting departments to define requirements, refine specifications and scopes of work, select appropriate procurement methods, and maximize competition and value.
- Coordinates proposal evaluation, negotiations, award recommendations, and required approval processes in accordance with delegated authority.
- Administers the ERP, electronic bidding, evaluation, and contract-management systems in coordination with relevant departments.
- Manages the university P-Card program in coordination with the accounting department.
- Oversees Distribution Services operations, including campus mail, package delivery, warehouse functions, surplus-property acquisition, and related service delivery.



Responsibilities

Continued.

Contract and Vendor Management

- Administers University contracts by monitoring vendor performance, ensuring compliance with contractual requirements, resolving disputes, and coordinating corrective action when necessary.
- Oversees construction and capital-project contracts, including extensions, performance concerns, formal notices, insurance, bonds, licenses, and other required documentation.
- Exercises or obtains appropriate signatory authority and ensures contractual obligations, approvals, and institutional commitments are properly documented and fulfilled.
- Maintains effective relationships with vendors, manufacturers, contractors, and procurement professionals while promoting fair competition and service excellence.
- Oversees outsourced print and copy services, including oversight of outsourced vendor performance, service quality, policy development, and campus customer support.

Leadership and Stakeholder Engagement

- Provides strategic leadership, supervision, coaching, and professional development for Procurement and Distribution Services staff, establishing clear performance expectations and a culture of compliance, accountability, and service excellence.
- Advises University leadership on procurement risks, trends, sourcing strategies, regulatory developments, vendor matters, and best practices.
- Develops, implements, interprets, and maintains procurement and materials-control policies and procedures consistent with applicable laws and regulations.
- Provides procurement education and training to University stakeholders on sourcing options, bidding requirements, ethics, evaluation methods, contract administration, and related processes.
- Prepares or coordinates Board of Governors briefing materials and approval requests for procurements requiring executive or Board action.
- Conducts or oversees procurement studies, performance analysis, spend and vendor reporting, and other data-informed assessments to support continuous improvement.
- Represents the University with external organizations, vendors, business leaders, and professional associations as appropriate.

Administrative Responsibilities

- Manages assigned budgets, records, systems, and administrative operations.
- Monitors changes in procurement, contracting, postal, distribution, and related laws, regulations, and industry practices.
- Maintains audit-ready documentation and supports internal and external compliance reviews.
- Performs other related duties as assigned.



Qualifications

Education

- Bachelor's degree in Business Administration, Public Administration, Supply Chain Management, Finance, or related field required.
- An advanced degree in Business Administration, Public Administration, Supply Chain Management, or a related field and/or professional certifications are preferred.

Experience

- Five (5) years progressively more responsible procurement experience involving electronic bid and contract management, preferably in higher education or the public sector required.
- Two (2) years of management experience required, preferably in procurement.
- Construction or capital project procurement experience preferred.
- Experience with modern procurement or sourcing platforms and ERP systems, such as Ionwave, Jaggaer, and Banner or comparable enterprise platforms preferred.

Knowledge, Skills, & Abilities

- **Knowledge:** Expert knowledge of public procurement principles, procurement regulations, contract administration, and applicable federal and state procurement requirements. Knowledge of budgeting, financial management, accounting principles, and business operations.
- **Skills:** Strong leadership, negotiation, contract management, and vendor relationship management skills. Strong written, verbal, and interpersonal communication skills. Demonstrated proficiency in Microsoft Office 365 suite and other procurement-related technology.
- **Abilities:** Ability to interpret and apply laws, regulations, policies, and contractual requirements. Ability to analyze financial and operational data and develop practical business solutions. Excellent organizational, analytical, and problem-solving abilities. Ability to establish effective working relationships with internal and external stakeholders. Ability to manage multiple projects, establish priorities, and meet deadlines. Ability to exercise sound judgment, maintain confidentiality, and make independent decisions.



UCM

Director of Procurement,
Contracts, & Distribution Services

University of Central Missouri

Founded in 1871, the [University of Central Missouri](#) (UCM) is a comprehensive public university with a longstanding commitment to educational access, applied learning, workforce preparation, and service to the state and region. Located primarily on a 1,561-acre campus in [Warrensburg, Missouri](#), approximately 50 miles southeast of Kansas City, UCM also maintains a presence in Lee's Summit and serves learners through online and extended-campus programs. Today, the University enrolls [approximately 10,000 students](#) and offer [more than 150 academic programs](#) across undergraduate, graduate, professional, and certificate levels.



UCM holds a distinctive position within Missouri's higher education landscape. As a public, comprehensive regional university offering master's-level programs, it is designated by the state as Missouri's institution for baccalaureate and master's degrees in professional applied science and technology. Accredited by the Higher Learning Commission, the University also maintains numerous specialized program accreditations. Its academic portfolio encompasses the arts and humanities, business, education, health and sciences, technology, and an extensive array of professional fields.

As an employer, UCM emphasizes a collaborative, welcoming, and service-oriented work environment in which faculty and staff share responsibility for student success and institutional excellence. The University describes open communication, mutual trust, respect, innovation, and a commitment to making a positive difference as important characteristics of its workplace culture. Employees also have access to a comprehensive benefits program, professional and educational development opportunities, campus wellness resources, and programs designed to support work-life integration.

UCM is also entering an important period of institutional planning and continued evolution. Its [2026–2031 Strategic Plan](#) centers on six institutional imperatives: learner access and achievement; applied learning; people and culture; partnerships and impact; operational innovation and excellence; and institutional identity. The plan reflects a University-wide commitment to adapting to change, strengthening organizational effectiveness, investing in its people, and ensuring that institutional resources and practices support UCM's mission.

At the heart of UCM is a commitment to creating opportunity and making an impact. The University's mission is to *"empower individuals to learn deeply, grow confidently, and navigate change with purpose,"* supported by institutional values of [respect, well-being, innovation, service, opportunity, and integrity](#). For staff and administrative leaders, UCM offers the opportunity to contribute to a university that values thoughtful stewardship, collaboration, continuous improvement, and the important role employees at every level play in advancing the institution and serving its students, communities, and region.

Mission and Vision

UNIVERSITY MISSION

We empower individuals to learn deeply, grow confidently, and navigate change with purpose.

STATEWIDE MISSION

The University of Central Missouri is a public, master's level, comprehensive regional university and is designated as the state's baccalaureate and master's degree-granting institution in professional applied science and technology.

OUR VISION

Where curiosity enables every learner to impact the world.

OUR VALUES

Respect: Reflects how UCM builds a welcoming environment where each individual feels supported, included, and part of something larger than themselves.

Well-being: Emphasizes creating an environment where people feel safe and healthy – being able to learn, work, and engage while supported in both their physical and mental well-being.

Innovation: Reflects UCM's ability to evolve, experiment, and adapt — remaining future-ready in teaching, programs, technology, and institutional practices.

Service: Highlights UCM's commitment to serving others — in the classroom, in the region, and in society — contributing and making a meaningful difference to others through action.

Opportunity: Reflects how UCM opens doors — creating pathways, removing barriers, and supporting personal, academic, and professional success.

Integrity: Represents upholding ethical behavior, honoring commitments, and creating trust in relationships and decisions.



Salary & Benefits

This is a full-time, exempt staff position at the University of Central Missouri in Warrensburg, MO, with an annual salary of \$100,000.

Our faculty and staff are the university's most valuable asset, and our goal is to provide a robust Total Rewards Program designed to help them maintain a happy, healthy, and productive lifestyle.

Highlights from UCM's total rewards package for full-time employees include:

- **Retirement:** University-paid defined retirement contribution of 32% for staff through the applicable state retirement program. Employees may also participate in voluntary 403(b) and 457(b) tax-sheltered annuity programs.
- **Tuition Benefits:** Employees may receive up to full tuition for 15 credit hours per academic year for themselves, as well as tuition benefits for eligible dependents. Full-time employees are also eligible for up to \$175 toward non-credit courses each fiscal year.
- **Health Coverage:** Comprehensive medical, dental, prescription drug, and vision coverage beginning on the first day of the month following the employee's date of hire. UCM pays 100% of the basic dental and vision premiums for full-time employees.
- **Flexible Spending Accounts:** Health Care and Dependent Care Flexible Spending Account options are available.
- **Life and Disability Insurance:** University-paid basic life insurance and accidental death and dismemberment coverage, along with short- and long-term disability benefits.
- **Paid Time Off:** Generous leave accruals beginning on the employee's start date, along with 14 paid holidays per year. Additional leave programs include sick, personal, bereavement, family medical, and other eligible leave.
- **Child Care:** The UCM Childcare Center on the Warrensburg campus provides care for children from six weeks through age 10, subject to availability and program requirements.
- **Recreation and Wellness:** Employees receive complimentary access to the Student Recreation and Wellness Center on the Warrensburg campus.
- **Employee Assistance Program:** Confidential assistance and support resources are available to employees and their immediate family members.
- **Employee Discounts:** UCM employees have access to an employee discount program through Working Advantage, along with other available employee discounts and programs.

To learn more about the wonderful benefits available as a University of Central Missouri employee, visit our [benefits page](#)!

Application Process

How to Apply:

Please submit application materials through the GA&A **Candidate Portal**.

Application materials should include:

- ▶ A letter of interest
- ▶ A current resume/curriculum vitae

Submission of application materials as PDF attachments is strongly encouraged.

The search will be conducted with a commitment to confidentiality for candidates until finalists are selected. Initial screening of applications will begin immediately and will continue until an appointment is made.

The University of Central Missouri actively follows a policy of nondiscrimination in regard to age, race, color, religion, sex, sexual orientation, gender identity or expression, marital status, pregnancy or parental status, national origin, veteran status, genetic information, disability, and all other legally protected classes. This policy applies to educational programs and activities including athletics, instruction, grading, the awarding of student financial aid, recruitment, admission, employment, housing, placement and retention of students, faculty and staff. The university complies with applicable federal and state laws and regulations related to discrimination.

**Greenwood
Asher &
Associates®**

Greenwood Asher & Associates (GA&A) is assisting the University of Central Missouri in this search.

Applications and nominations are now being accepted.

Inquiries and nominations should be directed to:

Lili Rodríguez, PhD

Vice President & Managing Principal

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&

LeAnna Rice, MA

Senior Executive Search Consultant

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