

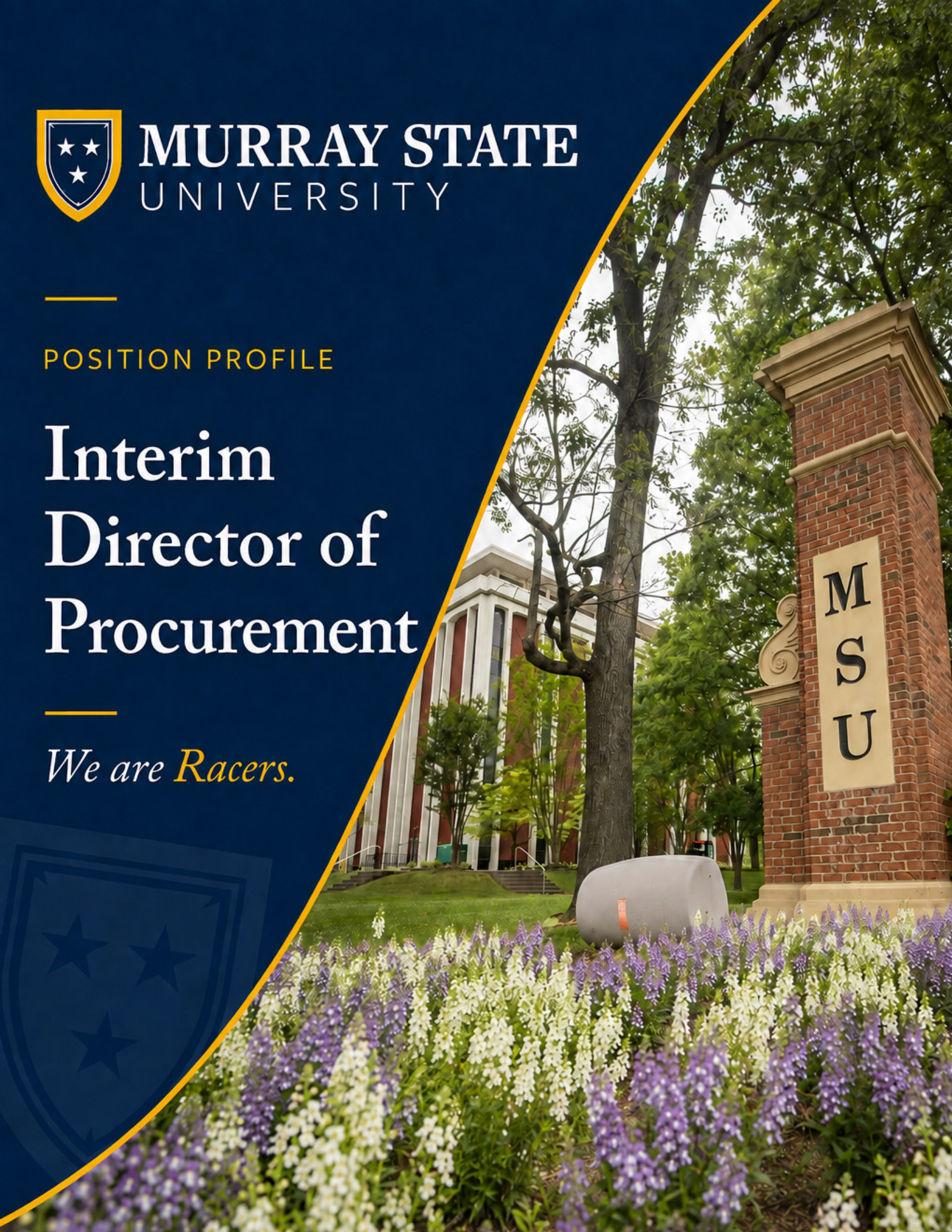


MURRAY STATE
UNIVERSITY

POSITION PROFILE

Interim Director of Procurement

We are Racers.



The Opportunity

Murray State University seeks an experienced, collaborative and service-oriented procurement professional to serve as its **Interim Director of Procurement**. The Interim Director will provide operational leadership for the University's Procurement Services Department, which includes central receiving and postal operations, while ensuring continuity of critical procurement functions and a high level of service to the campus community. The position is responsible for the acquisition of goods, services and capital construction projects in accordance with applicable purchasing statutes, regulations, University policies and sound business practices.



This interim appointment offers an opportunity for an accomplished procurement leader to provide steady, experienced leadership to a comprehensive operation that supports the full breadth of Murray State's academic and administrative enterprise. The Interim Director will oversee the day-to-day management of Procurement Services, support and guide departmental staff and help ensure that purchasing activities continue to be conducted efficiently, responsibly and in alignment with the University's mission and strategic priorities.

A key priority will be maintaining effective relationships with University departments, suppliers, other state institutions of higher education and state agencies. The Interim Director will help ensure that Murray State continues to receive maximum value for its expenditures while maintaining appropriate procurement processes, strong vendor relationships and responsive service to campus clients. The position also provides oversight for central receiving and postal operations, University insurance programs and claims and real property leases.

The successful candidate will bring strong procurement expertise, sound managerial judgment and the ability to quickly become an effective member of the Murray State community. The Interim Director should be comfortable leading within a complex and highly regulated environment, supporting an established professional team and balancing compliance requirements with the operational needs of the University.

This opportunity is particularly well suited for an experienced procurement professional who can step into a significant leadership role, establish credibility quickly and provide stability, continuity and responsive leadership while Murray State determines the longer-term direction of Procurement Services.

Responsibilities and Duties

- ▶ Perform the administrative and managerial functions necessary to plan, implement, review and control the operations of Procurement Services to be in compliance with and support of the policies, mission and strategic plan of the University.
- ▶ Ensure the staff of Procurement Services maintain satisfactory levels of competency through training and professional development activities and by special assistance as needed.
- ▶ Responsible for distribution of workload by determining the commodity, service and capital construction project assignments of the departmental purchasing agents.
- ▶ Responsible for the procurement of goods, services and projects to ensure the University receives maximum value for expenditures.
- ▶ Determines specifications, solicits bids or proposals, establishes or recommends establishment of orders and contracts, assures receipt of goods or services and authorizes payments for same in compliance with the requirements of state law, University regulation and policy.



Responsibilities and Duties

- ▶ Responsible for initiating and maintaining effective and professional relationships with suppliers, including the maintenance of accurate vendor files and records.
- ▶ Responsible for the campus services of central receiving and postal operations, including compliance with federal USPS regulations.
- ▶ Oversees campus services to ensure efficient, on-time, accurate handling, distribution and processing of all incoming and outgoing mail and freight shipments.
- ▶ Administers the University liability, vehicle, inland marine and property insurance programs and claims.
- ▶ Administers University real property leases in accordance with Chapter 56 of KRS.
- ▶ Must work effectively with a wide variety of University clients and maintain a very high level of client support and service.
- ▶ Stays knowledgeable of industry trends, developments, practices, pricing structures, etc.
- ▶ Other duties as assigned.



Requirements

Requirements - Education and Experience

- ▶ Bachelor's degree or higher in business or related field.
- ▶ Minimum of five years of progressively responsible experience, in a supervisory role, leading a public sector procurement in an institutional, or similar organizational setting with multiple, complex systems.

Preferred – Education and/or Experience

- ▶ An MBA or a purchasing related certification such as a Certified Purchasing Manager designation is preferred.
- ▶ Knowledge of Kentucky or other state regulations related to procurement is preferred.



About Procurement Services

Murray State University Procurement Services supports the University by acquiring the goods and services necessary to advance its academic and institutional mission. The department emphasizes obtaining the best value for the University while maintaining compliance with University, state and federal laws, rules and procedures.

Procurement Services provides a broad range of purchasing and administrative support to departments across campus. Its responsibilities and resources encompass competitive bids and requests for proposals, contracts, purchasing guidelines, purchasing cards, vendor onboarding, capital construction procurement, inventory and surplus property, central receiving, shipping and delivery, and other purchasing-related services.

The department also plays an important role in coordinating the movement of goods across the University. Central Receiving receives and distributes shipments for Murray State departments, manages receiving documentation and assists with damaged goods, freight and UPS shipments. Procurement Services also supports significant purchases, equipment acquisitions and service contracts for University departments.



As a public institution, Murray State operates within a structured procurement environment. Current University purchasing thresholds generally provide for one formal quote for purchases up to \$49,999, three formal quotations for purchases from \$50,000 to \$99,999 and a formal sealed bid or Request for Proposal for purchases of \$100,000 or more. Procurement Services also utilizes Commonwealth of Kentucky contracts and participates in the Kentucky Educational Purchasing Cooperative (KEPC), which allows Kentucky universities to leverage competitively established contracts across participating institutions.

Procurement Services Mission:

The mission of Murray State University Procurement Services is to procure goods and services which support the mission of the University and customer departments. Procurement Services will strive to ensure the purchasing process maximizes value to the customer, and is in compliance with all University, State, and Federal laws, rules and procedures.

About Murray State

100 years and still racing.

Founded in 1922, Murray State is a 4-year public university in western Kentucky. We're nationally-ranked for our academics, athletics, affordability and educational value. We believe every person should have access to a high-quality education. That's why we awarded a record \$139 million in scholarships and financial aid last year.

We are Racers.

Racers come from all types of backgrounds, representing not just the region, but the entire world. We take pride in our work and our university, shaping the next generation of leaders in the classroom and out in the field. Engineers, athletes, scientists, government leaders, network administrators, artists, educators and much more all call Murray State home. Once a Racer, always a Racer.

Mission

Murray State University places our highest priority on student learning and excellent teaching, blending the range of educational opportunities often found at research institutions with the nurturing student-teacher interactions usually found at smaller universities.

Rankings

#3 BEST SMALL COLLEGE TOWN

- USA Today

#6 TOP PUBLIC SCHOOLS

- U.S. News & World Report

#6 BEST COLLEGES FOR VETERANS

- U.S. News & World Report

#14 REGIONAL UNIVERSITIES

- U.S. News & World Report

#19 BEST VALUE SCHOOL IN THE SOUTH

- U.S. News & World Report

BEST BANG FOR THE BUCK

- Washington Monthly

MURRAY STATE AT A GLANCE

A forward-thinking university with a rich tradition of academic excellence, student success, and community impact.



BASICS



Location:

Murray, Ky



Founded:

1922



Type:

4-year, state-supported public university



Colors:

Navy blue and gold (white accent)



Nickname:

Racers



ENROLLMENT



Total: 9,932 (8,217 undergraduate students and 1,715 graduate students)



60 countries, 49 states and 116 counties in Kentucky are represented among the student body.



The student body is **63%** female and **37%** male.



First-to-second year retention rate is **78%** (largest in the past five years)



62% of students are from Kentucky.



ACADEMICS



Undergraduate certificates

35



Associate programs

5



Bachelor's programs

61



Graduate certificates

26



Master's programs

37



Specialist programs

4



Doctoral programs

3



Average undergraduate class size

18



Undergraduate student to faculty ratio

17 to 1

About Murray, Kentucky

Murray is a city of about 20,000 residents, and each member of the community embodies a kind, inviting feel which will make you feel right at home.

Regardless of where you are coming from, the Murray community will welcome you with open arms. We have a feeling that you'll fall in love with the area like so many others in our community have over the years. In fact, Murray has earned the title of **"friendliest small town"** from Rand McNally and USA Today for several back-to-back years. Our friendly community is also a safe place to call home. The City of Murray has been named one of the nation's **Top 50 Safe College Towns** per SafeWise and has earned national recognition for Murray State's safety initiatives.

Murray is located in a convenient area of western Kentucky and is within **driving distance of many major cities** locally and out of state in Tennessee, Illinois, Indiana and Missouri. Explore below to review a few select routes between the following notable locations and Murray State University.

- 7 miles north of the [Tennessee border](#)
- 20 miles west of [Land Between the Lakes National Recreation Area](#)
- 118 miles to [Nashville, Tennessee](#)



Murray boasts a diversity of locally-owned restaurants, specialty retail shops and other businesses that our students, faculty, staff and campus visitors can all enjoy.

[Murray Kentucky Convention and Visitor's Bureau](#)

[Chamber of Commerce](#)



Application Process

Greenwood Asher & Associates®

Greenwood Asher & Associates (GA&A) is assisting Murray State University in this search.

Applications and nominations are now being accepted.

How to Apply:

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

Application materials should include:

- ▶ A letter of interest that clearly states the applicant's qualifications for the position
- ▶ 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.

Inquiries and nominations should be directed to:

Jeremy Duff

Vice President of Executive Search

jeremyduff@greenwoodsearch.com



Itza Walters

Senior Executive Search Consultant

itzawalters@greenwoodsearch.com

Compensation

Salary will be competitive and commensurate with qualifications and experience.

Murray State University endorses the intent of all federal and state laws created to prohibit discrimination. Murray State University does not discriminate on the basis of race, color, national origin, sex, gender identity, sexual orientation, religion, age, veteran status, disability, or political or social viewpoint in employment or application for employment, admissions or the provision of student and employee services and provides, upon request, reasonable accommodation including auxiliary aids and services necessary to afford individuals with disabilities equal access to participate in all programs and activities.