

**Harold (Bill) Rice, Jr.
11435 Holland Glenwood Road
Holland, New York 14080
(716) 537-2685**

February 3, 2013

**Ms. Betty Jean Grant
Chairwoman
Erie County Legislature
4th Floor, Old County Hall
92 Franklin Street
Buffalo, New York 14202**

Re: Commissioner on the Board of the Erie County Water Authority

Dear Ms. Grant:

I am interested in the appointment to commissioner on the board of the Erie County Water Authority.

As you will see by my attached resume I serve on the Bank of Holland Board of Directors establishing business strategies and policies, reviewing financial statements, and approving mortgages in excess of \$150,000.00. I have extensive job experience in purchasing technology at the University at Buffalo. I have purchased hardware, software and hardware, software maintenance contracts as well. My experience in working with contracts and contract renewals to gain approval from the New York State Office of the State Controller is extensive.

I am enclosing my resume' for your review, I look forward to a personal interview at you convenience. I can be reached at my home phone #: 716-537-2685, business phone #: 716-645-4545, and my personal email: eduwood5@verizon.net. Thank you for your consideration.

Sincerely,

Harold (Bill) Rice, Jr.

1 Enclosure

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BANK OF HOLLAND

Board of Directors – Director

2008 – Present

- Responsibilities include: Selecting, monitoring, and evaluating competent management.
- Establishing business strategies and policies.
- Monitoring and assessing the progress of business operations.
- Establishing and monitoring adherence to policies and procedures required by statute, regulation, and principles of safety and soundness.
- Making business decisions on the basis of fully informed and meaningful deliberation.
- Approval of Mortgages exceeding \$150,000.00.

STATE UNIVERSITY OF NEW YORK AT BUFFALO

Senior Staff Assistant – Technology Buyer

1997 – Present

- Compose bid proposals and develop detailed specifications for bidding.
- Analyze bids received as to conformance with specifications.
- Communicate with New York State Attorney General Office regarding any contractual legality. New York State Office of the State Controller regarding bidding and contract details and, State University of New York Central Technology regarding contracts.
- Work with sole source commodities i.e. software for approval.
- Consult with and advise various Deans, Directors, Chairs, Department Directors, and Senior Faculty concerning item specifications, vendor selection, and assistance in obtaining service, current market practice, and prices.
- Ensure compliance with contracts and purchase orders.
- Implement the solicitation and utilization of MWBE vendors.
- Participate in purchasing on-line computer system.
- Prepare correspondence.
- Interact with Sales/Engineering representatives for computer hardware, computer software, and telecommunication equipment.

Senior Staff Assistant – Payroll Administrator

1996 – 1997

- Responsible for Student Assistant Payroll, Teaching Assistant Payroll and Graduate Assistant Payroll, and Union Payroll.
- Administered retirement systems i.e. Teacher Retirement System, Union Payroll Retirement System.
- Formulated university policies.

Assistant Purchasing Agent

1994 – 1996

- Functioned as contract administrator preparing AC-340's, and contract packages for the New York State Attorney General, New York State Office of the State Controller for review and approval.
- Tracked current and expiring contracts.
- Purchased bulk and bottled laboratory gases for departments and MRO use.

EDUCATION

SUNY EMPIRE STATE COLLEGE, Saratoga Springs, New York – MBA – 2002
EXCELSIOR COLLEGE Albany, New York – B.S. Business – 1988