



OCTOBER 2018
FLSA: EXEMPT
Bargaining Unit: MA
JCN: 0185

PROCUREMENT AND CONTRACTS MANAGER

DEFINITION & DISTINGUISHING CHARACTERISTICS

Definition

Under general direction, plans, organizes, and directs the County's centralized purchasing and contracting program, including, contract development and administration, formal and informal bidding processes, and ancillary services, including, central stores, and mail/courier services. ~~This position~~ provides professional assistance to ~~the other~~ County ~~Management~~ management and staff ~~regarding~~ related to these areas of responsibility; ~~and performs related duties as assigned.~~

Distinguishing Characteristics

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from assigned management personnel. Exercises general direction and supervision over professional and administrative support staff.

CLASS CHARACTERISTICS

~~This single position class is a management classification responsible for development and implementation of county planning, organizing, reviewing, and evaluating County contracting and purchasing functions. Responsibilities include developing and implementing policies and procedures and programs, and provision for providing oversight and service to all County offices for contract development and, budget administration, oversight and management of central stores and mail service. The incumbent is accountable for accomplishing both reporting, and program evaluation. Incumbents serve as a professional-level resource for organizational, managerial, and operational analyses and studies. Performance of the Department and Division goals work requires the use of considerable independence, initiative, and discretion within general policy established guidelines at the direction of the Assistant Chief Administrative Officer.~~

EXAMPLES OF ESSENTIAL TYPICAL JOB FUNCTIONS:- (Illustrative Only)

- ~~Directs and manages~~ Manages the procurement of all goods and services for the County, develops and ~~administers~~ administers County contracts, and oversees ~~Central Stores, Surplus and Mail/Courier Services~~ central stores, surplus, and mail/courier services; reviews and authorizes purchases within authority.
- Manages the County's Request for Proposal (RFP), Request for Bid (RFB), and/or Request for Quote (RFQ) process, which includes assisting departments in the development of complex project and bid specifications for products and services; provides workshops and training to County staff regarding purchasing and contract policies and procedures.
- ~~Develops goals, objectives, policies, and procedures for the Division,~~ and ensures adherence to and implementation of laws, ordinances, policies, rules, and regulations.
- Supervises, organizes, reviews, and evaluates the activities of division staff; provides for training and professional development of staff.
- Manages the contracting process for various goods and services, which includes negotiation of terms and conditions, preparing contract documents, working with County Counsel and Risk Management

to ensure compliance with County and state contracting statutes, and providing contract management and administration services.

- Directs and administers the County surplus property program, which includes establishing and implementing policies and procedures related to the collection and disposal of surplus equipment, materials, and supplies.
- Interprets County ~~policy~~ policies and procedures for employees, and recommends adjustments or amendments to these policies and procedures, where appropriate.
- Establishes quality control and work standards for the ~~Division~~ division.
- ~~Supervises, organizes, reviews and evaluates the activities of Division staff and provides for training and professional development of staff.~~
- Provides direction to Procurement department staff regarding the research and development of new or alternative sources of materials and supplies.
- Directs and participates in the preparation of a wide variety of long- and short-term planning and other studies and reports; provides technical assistance to County staff.
- Tracks purchasing and contracting trends within the County to determine compliance with County policies and procedures and to evaluate opportunities to provide and better and/or more economical services or products.
- Represents the Department department and the County with representatives of other County Departments departments, governmental agencies, professional and business organizations, vendors, suppliers, and contractors.
- Develops educational ~~materials, material, and~~ schedules and conducts educational workshops with County managers and employees regarding policies, and procedures ~~and~~ related to purchasing, contracts ~~and Requests for Proposals, Bids, and/or Quotes, (RFPs, RFBs, and/or RFQs).~~
- Makes presentations to the Board of Supervisors and provides clarification to the Board on matters related to purchasing, contracts ~~and~~, RFPs, RFBs, and/or RFQs.
- ~~Directs the County process and procedure for Invitation to Bid, Quote, and/or Proposal which includes assisting departments in the development of appropriate process and, providing direction developing complex project and bid specification for products and services.~~
- ~~Directs contracting for various goods and services which includes negotiation of terms and conditions, preparing contract documents, working with County Counsel and Risk Management to ensure compliance with County and State contracting statutes and providing contract management and administration services.~~
- ~~Directs and administers the County Surplus property program which includes establishing and implementing policies and procedures related to the collection and disposal of surplus equipment, materials and supplies.~~
- ~~Attendance and punctuality that is observant of scheduled hours on a regular basis.~~
- Performs related workduties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- Organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of the assigned area of responsibility.
- Advanced principles and practices of public purchasing and contract management, including competitive bidding procedures.
- Advanced principles and practices of central warehouse and mailroom/courier operations.
- Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of leadership.

- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and County staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Provide administrative, management, and professional leadership for the County's centralized purchasing and contracts program.
- Plan, organize, administer, review, and evaluate purchasing, materials management, and related administrative support activities.
- Negotiate with vendors, contractors, and others in purchasing and contract activities.
- Prepare and present clear, concise reports, presentations, specifications, RFBs, RFQs, RFPs, correspondence, and documents required in the course of the work.
- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Develop and implement goals, objectives, policies, procedures, work standards, and internal controls.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the County in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience

Education

Graduation*Any combination of the required experience, education, and training that would provide the essential knowledge, skills, and abilities is qualifying.*

Equivalent to a bachelor's degree from ~~an accredited~~ four-year college or university. ~~Major with major coursework in business, or public administration, or a closely related field is desirable.;~~

~~-and-~~

Experience

~~Three~~AND

~~Four (4) years of supervisory or administrative experience which has included contracts program administration~~ experience ~~such as~~ preparation, analyses, and recommendation ~~on RFP's, RFQ's of RFPs, RFQs or RFB's/RFBs;~~ interviewing and negotiating with vendors, placing orders, expediting orders, and handling complex purchasing issues; preparation and/or review of draft contracts ~~to ensure compliance with all required laws, ordinances, policies and/or rules.~~, including at least two (2) years in a supervisory capacity. Experience in a public agency setting is desirable.

Other Requirements:

~~Must possess a valid driver's license~~

Knowledge of:

~~Public purchasing~~ Licenses and contract management, principles Certifications:

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment and a satisfactory driving record.

PHYSICAL DEMANDS

- Must possess ~~practices~~ mobility to work in a standard office setting and use standard office equipment, including ~~competitive bidding procedures in a public agency.~~ a computer, and to operate a motor vehicle to visit various County and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Standing in and walking between work areas is frequently required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification frequently bend, stoop, kneel, and reach to perform assigned duties, as well as push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds with the use of proper equipment. Reasonable accommodations will be made for individuals on a case-by-case basis.
- ~~Principles and practices of central warehouse and mailroom/courier operations.~~
- ~~Applicable ordinances and statutes related to purchasing, public works, and government.~~
- ~~Supervisory principles and practices, including work planning, evaluation, employee training and discipline.~~

Skill in:

- ~~Negotiating with vendors, contractors, and others in purchasing and contract activities.~~
- ~~Coordinating multiple tasks and responsibilities.~~

Ability to:

- ~~Plan, organize, administer, review and evaluate purchasing, materials management, and related administrative support activities.~~
- ~~Select, train, motivate, develop, and evaluate the professional and support staff.~~
- ~~Prepare and present clear, concise reports, presentations, specifications, requests for bids, quotes, and proposals, correspondence and documents required in the course of the work.~~
- ~~Develop and implementing goals, objectives, policies, procedures, work standards and internal controls.~~
- ~~Exercise sound judgment within established guidelines.~~
- ~~Represent the County in a positive and effective manner with internal and external contacts.~~

- ~~o Establish and maintain effective working relationships with those contacted in the course of the work.~~

~~**ENVIRONMENTAL CONDITIONS/**
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~~Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.~~

~~**PHYSICAL DEMANDS**~~

~~*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions*~~

~~**Environment:** Work is primarily performed indoors in a standard office setting.~~

~~**Physical:** Primary functions require sufficient physical ability to work in an office setting and operate office equipment; vision in the normal visual range with or without correction sufficient to read computer screens and printed documents and to operate equipment; hear in the normal audio range with or without correction. **Frequent** sitting; wrist and arm motions and upward/downward flexion of neck; fine finger dexterity of both hands, ability to grasp and hold; lifting, carrying or pushing objects that weigh up to 15 lbs. **Occasional** standing and bending, walking and reaching; lifting, carrying or pushing objects that weigh 16—40 lbs. **Infrequent** climbing; lifting, carrying or pushing objects that weigh more than 40 lbs.~~

~~**HISTORY**~~

~~JCN #0185~~

~~CREATED: NOV 2001~~

~~REVISED: OCT 2015~~