



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

PROCUREMENT AND CONTRACTS MANAGER

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; provides professional assistance to County management and staff related to these areas of responsibility; and performs related duties as assigned.

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 is a management classification responsible for planning, organizing, reviewing, and evaluating County contracting and purchasing functions. Responsibilities include developing and implementing policies and procedures, budget administration and reporting, and program evaluation. Incumbents serve as a professional-level resource for organizational, managerial, and operational analyses and studies. Performance of the work requires the use of considerable independence, initiative, and discretion within established guidelines.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

- Manages the procurement of all goods and services for the County, develops and administers County contracts, and oversees 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, 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 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.

- Provides direction to 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 and the County with representatives of other County departments, governmental agencies, professional and business organizations, vendors, suppliers, and contractors.
- Develops educational material, and schedules and conducts educational workshops with County managers and employees regarding policies and procedures related to purchasing, contracts, and RFPs, RFBs, and/or RFQs.
- Makes presentations to the Board of Supervisors and provides clarification to the Board on matters related to purchasing, contracts, RFPs, RFBs, and/or RFQs.
- Performs related duties as assigned.

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

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 with major coursework in business or public administration, or a closely related field;

AND

Four (4) years of contracts program administration experience in preparation, analyses, and recommendation of RFPs, RFQs or RFBs; interviewing and negotiating with vendors, placing orders, expediting orders, and handling complex purchasing issues; preparation and/or review of draft contracts, including at least two (2) years in a supervisory capacity. Experience in a public agency setting is desirable.

Licenses and 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 mobility to work in a standard office setting and use standard office equipment, including 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.

ENVIRONMENTAL CONDITIONS

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.