



CLASSIFICATION NO. 420
Established: 3/89
Revised: 1/93, 12/07, 5/15, 12/15
Revised & Retitled: 8/19
FLSA: Exempt
EEO: 1

PROCUREMENT MANAGER

CLASS CHARACTERISTICS

Under general direction, to plan, organize and direct the activities and personnel of the Procurement Office's internal and external procurement programs; to serve as the County's chief purchasing agent; to advise on and coordinate the purchase of goods and services by County departments and agencies; to manage the County's formal bidding processes; and to do other work as required.

DISTINGUISHING CHARACTERISTICS

The Procurement Office, within the Department of Finance, is responsible for the procurement of County supplies, equipment, services, new construction and commodities.

The Procurement Manager is responsible for planning, coordinating, evaluating and administering all procurement services and the disposal of surplus property. This position reports to the County's Finance Director and/or Deputy Finance Director, and participates as a member of the Finance Department management team.

TYPICAL TASKS

Duties may include but are not limited to the following:

1. Develops, recommends, and implements procurement policies, goals and standards; prepares office annual work plan, short and long-term goals and strategies; ensures operations are in compliance with Federal, State and local statutes, rules and regulations; evaluates new information and trends occurring in other jurisdictions and agencies for possible use in County policies and procedures.
2. Oversees formal bidding processes for County purchases; directs the preparation and advertisement of bid specifications; analyzes bid proposals for price and conformance to specifications; recommends bid awards; evaluates and recommends alternative procurement programs and processes that will improve cost, quality, customer responsiveness and inclusion; reviews specifications, procurement procedures, contracts and related documents for legal compliance.
3. Develops, recommends and implements, in collaboration with internal and external advisory groups, County-wide programs to support the inclusion of minority and women-owned businesses in County contracting activities and prepares the required reporting.

4. Administers a County-wide system coordinating the disposition of surplus capital and non-capital real and personal property; coordinates information with Finance Division staff regarding capital assets.
5. Develops administrative procedures and standardized documents for improving the County's purchasing process; oversees and conducts training programs for County personnel in the use of purchasing documents and methods of procurement; assists and advises County departments and local agencies in negotiation of procurement-related contracts and resolution of contract disputes; analyzes and recommends solutions for highly complex procurements.
6. Prepares and administers annual and supplemental budgets for the Procurement Office; presents budget proposals to the Department director and the Budget Committee for approval; monitors revenues and expenditures for accuracy and compliance with budget.
7. Hires and supervises professional staff to provide quality service to citizens and County staff; prepares performance evaluations; recommends and implements disciplinary actions; conducts and/or facilitates staff training and development; promotes cooperative team efforts among staff and with other County departments.
8. Serves as department liaison to the Emergency Operations Center as Logistics Section Chief and directs emergency related procurement matters.
9. Analyzes, reviews and recommends action on proposed and approved purchasing-related legislation and regulations to determine their impact on the County; works with County Counsel and the Board of County Commissioners to recommend and implement changes to law, local rules and ordinances, policies and procedures.
10. Analyzes, reviews, and interprets Federal procurement standards for Federally funded projects; provides appropriate procurement solutions for compliance with Federal standards; advises County departments and Finance staff on course of action, policy, and procedures in regards to Federal procurement.
11. Develops and maintains cooperative procurement programs with other public agencies and associations; coordinates development of intergovernmental cooperation agreements.
12. Participates in the development, evaluation and implementation of accounting and financial systems as related to procurement; coordinates development and implementation of new technology and business processes with Technology Services and County Finance.

REQUIRED KNOWLEDGE AND SKILLS

Thorough knowledge of: Methods and procedures of governmental procurement; bid and contract negotiation and preparation; State and Federal laws governing governmental purchasing; principles of public administration, budgeting and personnel management; participative management theories; research and analysis methods and techniques; sources of supply and price trends of a wide variety of commodities; long range planning, development and management of major capital projects.

Skill to: Develop, implement and maintain uniform procurement policies, controls and procedures; effectively respond to changes in procurement laws, trends and practices; plan, organize, direct and evaluate employees engaged in purchasing activities; direct staff in

continuous efforts to improve quality, productivity and effectiveness; incorporate team participation in decision making; define issues, analyze information and problems, evaluate alternatives and develop recommendations; respond to changes desired by citizens and County staff; negotiate effectively on behalf of the County; establish and maintain effective working relationships with elected officials, legal counsel, business and community leaders, consultants, vendors, other employees and the public; communicate effectively, both orally and in writing; prepare clear, concise and comprehensive correspondence, reports, studies, bid specifications and other written materials; develop and justify budget requests; monitor and control expenditures according to the approved budget; interpret and apply provisions of Federal, State and local legislation, rules and regulations applicable to purchasing activities.

MINIMUM QUALIFICATIONS

Minimum qualifications are used as a guide for establishing the minimum experience, education, licensure, and/or certifications required for employment in the classification. The following minimum qualifications are established for this classification. Additional minimum qualifications and special conditions may apply to a specific position within this classification and will be stated on the job announcement.

Experience: A minimum of eight (8) years of related experience that would provide the required knowledge and skills to perform the responsibilities of this position.

Licenses/Certifications: None Required.

PRE-EMPLOYMENT REQUIREMENTS

Must successfully pass a criminal history check which may include national or state fingerprint records check.

Driving may be necessary for County business. For position(s) with occasional/incidental driving, incumbents must possess a valid driver's license. Accommodation requests for an acceptable alternative method of transportation will be reviewed on an individual basis in compliance with State and Federal legislation. For position(s) with regular driving, incumbent(s) must also possess and maintain an acceptable driving record throughout the course of employment.