

**UPPER RIO GRANDE
WORKFORCE DEVELOPMENT BOARD**

COMPETENCY-BASED JOB DESCRIPTION

POSITION: Procurement/Contracts Manager
REPORTS TO: Chief Financial Officer

FLSA Status: Exempt

Salary Range 18: \$42,069.99 to \$52,997.26
Starting Range: \$42,069.99 to \$48,380.80

I. JOB SUMMARY

Top level manager that plans, develops, and manages efficient internal purchasing and contract administration in the support and achievement of Board strategic goals and objectives. Applying knowledge of effective public sector procurement and contracting practices, this leader plans, develops, and manages the internal purchasing system including an efficient bid solicitation process. In addition, plans and manages an effective contract administration system implementing research-based methodologies with proper interpretation of relevant contracting laws and regulations. Excellent communication and negotiation skills are used to develop a strong vendor procurement base. Provides contract performance planning, training, monitoring, and evaluation of conformity with program contract requirements. Recommends and negotiates service provider performance improvements. The value of this position will result in maximizing the quality of workforce program services through the effective and efficient procurement and administration of contracted products and services.

II. ORGANIZATIONAL COMPETENCIES

Refer to the URG Organizational Competency Profile and the Board's Pledge of Excellence.

III. KEY POSITIONAL COMPETENCIES

Plans, Develops, and Manages an Efficient Internal Procurement System

- Assists and/or develops policies, procedures, and guidelines for procurement management functions.
- Initiates, executes and manages awarded contracts for the workforce system.
- Develops and maintains detailed records concerning purchases and procurements on behalf of the workforce system.
- Responsible for the preparation of progress reports regarding procurement activity including all grants.

Manages the Board Bid Solicitation Process and System

- Conducts needs assessments to determine requirements for the purchase of goods and services.
- Develops and reviews information for the preparation of bid requests (e.g., proposals, quotations, information, and small purchase) for services/supplies needed within the workforce system.
- Establishes the bid procurement criteria and process to secure workforce development training programs.

- Develops written specifications to identify and select appropriate bidders for supplies, equipment, and services. Reviews and approves requisitions of a non-competitive nature as may be required. Initiates and solicits informal and sealed bids.
- Coordinates the bid evaluation committee and provides the committee with all necessary information needed for the proper evaluation of proposal responses. Analyzes and summarizes bid/proposal responses for award determination.

Develops a Strong Vendor Procurement Program Base

- Assists and/or represents the department at various meetings with workforce administration, vendors, external agencies, professional organizations, and other groups.
- Assists and/or maintains a computer-based vendor/subcontractor mailing list for bid/proposal solicitation.
- Provides training and assistance to providers and contractors on the various phases of the procurement process in order to ensure compliance with policies, regulations and other procurement-related requirements.

Plans and Manages the Contract Administration System

- Researches and establishes performance-based contracts including Service Providers.
- Oversees the development of contracts by identifying provider resources, describing services to be rendered, negotiating funding and other contract obligations.
- Oversees the contract negotiation process including conducting meetings, contract and Memorandum of Understanding (MOU) revisions, resulting in contract agreements.
- Negotiates renewals, amendments, and changes to contracts in cooperation with providers, the monitoring team, and internal fiscal staff.

Manages Contract Performance Planning, Training, Monitoring, and Evaluation

- Provides training and assistance to providers, clients, or boards during various phases of the contracting process in order to comply with policies, regulations, and other contract-related requirements such as billing systems and performance evaluations.
- Coordinates and develops budgets for training services and one-stop centers with other department managers and the Chief Financial Officer.
- Coordinates periodic contract management meetings with providers to evaluate performance outcomes based on program contractual terms and conditions to achieve maximum service value.
- Justifies and recommends the cancellation of contracts when contract deviations occur.

IV. POSITION SUCCESS FACTORS / PERFORMANCE MEASURES

- Contributions to improved workforce program management, effectiveness, and performance through the attainment of department specific, measurable goals.
- Overall excellent customer service satisfaction levels, both internal and external, with timely responses to staff and center operator supply needs.
- Delivery of all outstanding projects on time, on budget, and meeting the customer's expectations.

- Timely and sound recommendations in support of management decisions resulting in optimized procurement and contract administration processes.
- Research and data-driven based recommendations resulting in performance attainment and improvements from workforce service providers.
- Compliance with all state and federal procurement regulations.
- 100% audit ready reporting of contract performance and compliance.
- Degree to which the manager and department engage in initiatives that become part of the change moving the organization forward.

V. QUALIFICATIONS

Graduation from an accredited 4 year college or university with a Bachelor's Degree in Business Administration with emphasis in Accounting and Finance or with a concentration in Business Law. Minimum of (4) four years of experience in law environment or federal contract management, purchasing and procurement functions, including two years of office management/supervisory experience. Preference is given to candidates with experience in managing federal workforce development contracts. (18 mos. direct or related experience is equal to 1 year of education).

VI. TYPE OF EQUIPMENT OPERATED & PHYSICAL REQUIREMENTS

- Typewriters; duplicating equipment; telephone; personal computers; calculators.
- May sit for extended periods of time; stooping, bending, squatting, may lift and/or carry up to ten (10) pounds of paper, printed material or files; reaching, pushing, pulling standard file cabinet and vertical file drawers; driving required.

NOTE: This job description outlines the general characteristics, qualifications, and performance responsibilities for this position. Additional requirements may be stipulated during the assignment of an employee to this position.