

**CONTRACT MANAGER
(WORKING TITLE - PROCUREMENT MANAGER)**

CODES/PAY RANGE

Class Code: 1940 EEO Code: A FLSA: F Pay Range: F

MAJOR FUNCTION

Highly responsible professional managerial work in the preparation, execution, and administration of complex procurement projects and contracts for departments and divisions as assigned. Oversees a section in the division.

ILLUSTRATIVE DUTIES

(NOTE: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Supervises support and professional staff team as directed by Division Director.

Provides consultation and management services for all County contracts including but not limited to: architectural and engineering services, construction services, professional services, various commodities and services and assigned projects.

Coordinates and facilitates training opportunities relating to all procurement processes within and outside the office to promote career advancement, professionalism and performance enhancement.

Works with internal customers to analyze their procurement requirements and provide service in a cost effective and timely manner. Oversees and assists in the development, preparation, evaluation, award recommendation and negotiation of all types of solicitations and contract formats to ensure that the needs and requirements of the internal customers are satisfied.

Administers complex procurement projects as assigned, including, but not limited to Requests for Proposals, Requests for Statements of Qualifications, Consultant's Competitive Negotiations Act (CCNA) projects, Invitations to Bid and Invitations to Negotiate. Develops, negotiates and administers the resulting contract documents and ensures compliance with terms and conditions.

Monitors contractor/consultant payments and processes invoice payments after internal customer approves work, as assigned by Division Director. Assists internal customers in the development of adequate performance measures at the solicitation stage and remains involved throughout the life of the contract to facilitate a successful outcome for the County and the vendor. Acts as a mediator between the customer and the vendor to facilitate dispute resolution, as required. Chairs evaluation and selection committees for their own procurements and assists other professional staff, as assigned.

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Develops, reviews and prepares contract documents to include addenda and modifications. Prepares statistical analyses to assist in planning for procurement activities. Interprets technical and procedural guidelines to ensure efficiency and accuracy.

Prepares recommendation for management on contractual items including but not limited to: price proposals, partial payments, control of County furnished property, contractor compliance, price revision requests, delays, errors, claim settlements, termination actions and contract amendments.

Interprets and applies Federal, State, and local statutes, policies, procedures, and regulations and recommends changes to solicitation and contract documents as required. Prepares and presents County Council agenda items. Prepares written reports as assigned. Implements and/or administers special projects/programs and/or contracts as assigned by Division Director. Plans and schedules procurement activities.

Provides assistance to staff on complex projects. Assists Division Director with resolution of solicitation protests and contract disputes.

Evaluates market conditions, prices and trends, product availability, vendor development, procurement timing, and makes recommendations to internal customers and management.

Assists Division Director with the annual budget preparation.

Performs related work as required.

KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of Federal, State, and County laws relative to public procurement. Knowledge and understanding of current public procurement statutes, ordinances, regulations and procedures. Knowledge of sources of supply and cost factors. Knowledge of terminology and their application to assigned areas (which may include but not be limited to: general commodities, services and capital goods; architectural and engineering terminology, processes, and services; and vertical and horizontal construction means and methods, etc).

Knowledge of contract law and procedures.

Knowledge of basic budget principles and practices.

Knowledge of the Consultant's Competitive Negotiations Act (CCNA).

Ability to conduct of all phases of complex contract negotiations, including the development and administration of contract documents and complex procurement projects.

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Ability to conduct public solicitation openings and public meetings. Ability to write professional business letters. Ability to read, write, interpret and evaluate specifications, contract documents, and modifications. Ability to establish and maintain effective working relationships within and outside County government. Ability to work with internal customers and vendors to resolve procurement related problems.

Ability to work independently. Ability to analyze situations and make recommendations. Ability to establish and maintain good working relationships with division directors, outside agencies, employees, vendors and the general public. Ability to communicate well, both orally and in writing.

Ability to show proficiency in the use of personal computers (including Microsoft Suite applications such as Word, Excel, Access and Power Point) and small office machines.

Ability to select and apply procurement regulations in a wide range of contractual actions. Ability to analyze current market and price trends, cost factors, and the effect proposed procurement will have on markets or production facilities.

All knowledge and abilities of lower levels.

MINIMUM QUALIFICATIONS

Graduation from an accredited four (4) year college or university with a bachelor's degree in Business Administration, Public Administration, Economics, Construction Management, Engineering, Procurement or Accounting, and a minimum of five (5) years of progressively responsible experience in governmental or private procurement.

A comparable amount of education, training, or experience may be substituted for the minimum qualifications.

Must possess current certification as Certified Professional Public Buyer (CPPB), Certified Professional Public Officer (CPPO), Certified Purchasing Manager (C.P.M.), Certified Professional Contracts Manager (CPCM), or related certification and/or be able to attain certification or re-certification within one year of employment date.

ADA REQUIREMENTS

Physical Demands: Sedentary work. Ability to talk; finger dexterity.

Environmental Demands: Inside work and/or outside work relating to pre-solicitation and project meetings.

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Mental Demands: Ability to analyze data and develop conclusions. Ability to identify problems and resolve same. Ability to apply statutes and procedures to real situations. Ability to read and comprehend legal statutes, professional and technical journals, financial reports and statements, legal documents, abstracts and schematics. Ability to write complex and comprehensive business letters, reports, financial reports, policies, procedures, summaries and various types of legal documents. Ability to perform functional business math. Ability to speak publicly and extemporaneously; conversant in theory and practices of discipline.

Revised 06/06