

STATE PURCHASING CONTRACTS MANAGER

NATURE OF WORK: Under general supervision, plans, develops, implements and monitors the statewide contract management program and the inspection program in the Purchasing Division. Manages the program to assure vendor compliance with contract specifications and purchasing performance reporting requirements. Develops and implements procedures to increase the efficiency and effectiveness of the program. Interprets laws, regulations, and policies. Performs supervisory and personnel related duties and assures adequate training for staff. Resolves complaints and renders decisions. Plans and/or facilitates workshops, conferences and training sessions. Performs related work as required.

EXAMPLES OF WORK PERFORMED

- Plans, develops, implements and monitors the statewide contract management program and statewide inspection program.
- Supervises subordinates; assigns work; recommends staffing and budget levels; conducts performance evaluations.
- Develops and implements program operating procedures.
- Meets with agency and vendor personnel during contract performance to determine acceptable performance; resolves disputes between agencies and vendors regarding contract performance.
- Reviews and approves inspection reports; renders decisions about potential penalties against vendor for poor performance; meets with agency managers to report findings.
- Reviews and approves progress of contracts and permit vendor payment.
- Meets with agency personnel to discuss operating deficiencies and training needs; conducts training to offset inspection findings.
- Prepares program and operational reports.
- Maintains knowledge of current trends and developments; attend conferences.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of federal and state purchasing laws, rules, regulations, policies and procedures.
- Knowledge of the organization and function of state government.
- Ability to develop, plan, implement and monitor a purchasing contract management and inspection program.
- Ability to assign and direct the work of employees.
- Ability to evaluate the program performance, negotiate effectively with others and to resolve problems satisfactorily.
- Ability to maintain records and prepare reports.
- Ability to communicate effectively with others both verbally and in writing.
- Ability to establish and maintain effective working relationships with agency officials, vendors, and the general public.

STATE PURCHASING CONTRACTS MANAGER (CONT'D)

MINIMUM QUALIFICATIONS

TRAINING: Bachelor's degree from an accredited four-year college or university.

SUBSTITUTION: Experience as described below may be substituted for the required training on a year-for-year basis.

EXPERIENCE: Five years of full-time or equivalent part-time paid experience in volume purchasing operations, which must have included processing of bids, requests for quotes, request for proposals and contracts or experience in inspections in the area of purchasing.

SUBSTITUTION: Graduate study in an area appropriate to assignment may be substituted on a year-for-year basis for up to two (2) years of the required experience.

Establish: 8/17/06

Effective: 9/1/06