

DHHS PROCUREMENT MANAGER

DESCRIPTION: Under general direction of the Support Services Division Administrator, is primarily responsible to direct DHHS agency procurement functions such as materiel procurement, storage, distribution, and inventory. Position is also responsible to direct a variety of support services such as word processing, transportation, leases, mail, graphic arts, and storage/distribution of forms and office supplies. Manages the administrative functions of these operations including budget, fiscal, personnel administration, and policy development.

EXAMPLES OF WORK: (A position may not be assigned all the duties listed, nor do the listed examples include all the duties that may be assigned.)

Designs, implements, and coordinates the purchasing activities for the various facilities within DHHS.

Plans, organizes, and directs the work operations and activities of employees supervised, at multiple work locations, to balance workloads, achieve work objectives, and ensure consistent application of policies and standards.

Develop policies, procedures, systems and processes. Coordinate with managers and staff to revise processes and procedures to meet goals and expectations, legislation and executive orders.

Determines fiscal, staffing, materiel, and equipment needs and prepares/submits proposals for these resources to support financial and purchase/service contract requests; prepares an operating budget.

Conduct day to day business for a wide variety of transactions and consultations to assure timely completion of orders and other actions. Communicate with vendors, suppliers, and agencies providing services to assure completion, compliance, and service.

Develop and implement policies/procedures for fixed assets management system. Participate in the design, development, data conversion, and training for fixed asset process.

Conducts administrative/research projects, analyzes and interprets agency policies, legislation, and data, prepares reports and correspondence, and recommends courses of action to facilitate Division activities and ensure conformance of operations to applicable regulations and directives.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: (These may be acquired on the job and are needed to perform the work assigned.)

Knowledge of: State and DHHS procurement system and regulations; NIS fixed assets, procurement, inventory, and accounts payable systems; State and DHHS policies and regulations concerning contracting, fleet management, procurement, insurance, and master lease financing; DHHS organizational structure, functions, policies, and procedures; DHHS and State personnel policies and practices.

Ability to: manage complex procurement systems and procedures; manage an agency procurement system through subordinate supervisors; formulate and implement procedures and policies; identify and evaluate financial, personnel, operational, and organizational issues and options.

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ENTRY KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: (Applicants will be screened for possession of these through written, oral, performance and/or other evaluations.)

Knowledge of: the principles and practices of procurement, distribution, and inventory, management and supervision, budget administration, internal control programs, and program planning/evaluation; and relevant OMB Circulars.

Ability to: communicate effectively; create an empowering work culture for staff; analyze situations to develop and present effective resolutions; persuade others to adopt proposals; organize and assign work; interpret and apply statutes, regulations, policies, and procedures.

JOB PREPARATION GUIDELINES: (Entry knowledge, skills and/or abilities may be acquired through, BUT ARE NOT LIMITED TO, the following coursework/training and/or experience.)

Any experience that enables an individual to possess the required knowledge, skills and abilities. A general qualification guideline for this class is post secondary education or training in business administration, behavioral sciences, education, human relations, public relations or a related discipline and work experience in coordination/supervision of a procurement activity.