

STATE PROCUREMENT MANAGER

DESCRIPTION: Under administrative direction, directs the development and implementation of State government-wide procurement regulations and procedures, oversees review of agency procurement actions and offers technical assistance to State agencies in the processing of these actions; supervises and manages the professional and support level procurement staff and programmatic and administrative operations of the State purchasing services bureau; identifies system-wide procurement of commodities and contracted services and material management needs; and assists with the overall management of the State Materiel Division; performs related work as required.

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.)

Directs the design and implementation of systems for procuring commodities and contracted services to achieve fair and equal competition, reasonable costs and quality services, and ensure compliance with the standards and policies of the State bidding process and the central administrative services agency.

Develops and recommends legislation and State government-wide regulations to respond to changes in State commodity procurement and contracted service requirements and improve and meet the operational needs and objectives of the State purchasing services bureau.

Oversees the development and maintenance of standards and guidelines for State agency-based commodities procurement and services contracting operations to ensure compliance, timeliness and efficiency with established State requirements.

Monitors, reviews, and resolves State government-wide procurement operational issues and specific purchasing problems between vendors and State agency-based purchasing or other technical staff, with assistance from procurement, legal, and/or other technical staff, to facilitate effective overall system operations and agency procurement decisions and processes.

Confers with State agency-based managers, central administrative services administrators and assigned staff to ensure the proper review and development of commodity/contract specifications and processes and/or determination of the causes, impact and solutions of specific purchasing problems and long-term issues.

Manages the planning and coordinating of information/training activities, conferences and workshops to ensure proper understanding of commodity selection, specification development, contract execution, and product/contract service payment and registration processes.

Plans, organizes, delegates and directs the work activities of assigned staff to establish job responsibilities and standards, balance work assignments and attain established work goals.

Trains assigned staff in the principles and practices of procurement administration and in State policies and processes to ensure full job performance and communication of job standards.

Evaluates and counsels assigned staff on job performance to ensure conformance with policies, and procedures, determine employee performance levels and training needs and recommend appropriate personnel actions.

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

Knowledge of: organization and operation of State accounting and procurement systems; State funding sources, and the laws, regulations, and guidelines that govern those funds; basic contract law; source material and techniques for resolving program issues not covered by precedent or established policies; interpret and apply pertinent Federal and State statutes and regulations and integrate these with operational requirements; the organizational structure, functions, policies and procedures of the central administrative services agency.

Ability to: manage complex procurement systems and procedures; negotiate conditions and terms of contracts; interpret and use detailed financial reports to make decisions and plans; communicate complex financial and legal information to persons with varied backgrounds and levels of experience; assess progress toward achievement of program objectives and performance goals; understand and coordinate management goals and policies with program operations and administrative activities; develop, integrate, and implement program objectives and staff work standards; interpret and apply laws and statutes to the functions directed; coordinate functions directed with the activities of professional groups and advisory committees.

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 administration including planning, organizing, staffing, and budgeting; the basic principles of accounting and personnel management; the general techniques of program planning and evaluation; the principles of supervision and human relations; basic communication and public relations practices; the techniques and processes of negotiation.

Ability to: communicate orally and in writing with groups and individuals having divergent backgrounds, interests, and viewpoints; persuade others to adopt program and administrative proposals; apply administrative directives, practices, and principles; Federal and State laws and administrative regulations governing the functions directed; evaluate diverse situations and formulate decisions, recommendations, plans, and policies; plan, organize, and delegate work to assigned staff; train and evaluate staff.

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 combination of education, training and/or work experience that will enable the individual to possess the required knowledge, abilities and skills. A general qualification guideline for positions in this class is an education/training in business or public administration or in procurement or materials management AND professional or managerial level experience with an organization's procurement function with responsibility for planning, implementing, budgeting, evaluating, and/or marketing procurement activities.