

HIGHWAY PROCUREMENT MANAGER

DESCRIPTION: Under administrative direction, manages the operations and staff of several functional areas of the Operations Division of the Department of Roads. The functional areas managed may include stock control, procurement, warehouse, storage, and transportation; 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).

Manages functions of the assigned work units to include monitoring the operations of the units, overseeing the application of agency and state operational policies and mandates, and allocating resources among these units as needed.

Plans the structure, functions, and processes of the work units managed to include the development of work goals, plans, processes, and operational reporting systems and required documentation such as material requests, inventory or inspection databases and systems.

Monitors, directs, trains, counsels, and evaluates assigned staff to determine and adjust the allocation of staff resources and assignments, improve employee performance, explain and ensure compliance with work policies and standards, and resolve personnel/labor relations questions.

Manages application of labor contracts, personnel rules, agency policies and procedures, and other regulations governing staffing activities and personnel issues to include compliance with health and safety mandates and the terms of health insurance, leave, and other benefits.

Develops or directs the development of plans, policies, procedures, and specifications specific to the functions managed to ensure effective work operations and meet agency policies and State and Federal statutes and regulations.

Meets with unit supervisors to review unit operations, orders or material requests in progress, schedule future work assignments, and resolve any operational problems.

Coordinates work plans and activities of work units managed with those of other agency divisions and sections and other state agencies to ensure effective attainment of work goals and priorities.

Reviews and prepares vendor bids, contracts, product and service specifications, and other administrative documents to ensure complete accurate and proper procurement of services, supplies and equipment.

Attends agency and interagency meetings, task forces, and committees to share review information and proposals, develop common work or product standards and specifications, and determine courses of action, requiring joint participation of various agency divisions, other state agencies, and vendors.

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

Knowledge of: the organizational structure, functions, administrative policies and specific work goals and needs of the various sections of the agency; the state and agency fiscal, procurement, and equipment policies and practices; state and federal laws and administrative regulations pertinent to the work functions managed; the purposes and priorities of the work units managed and their impact on the programs and services of the agency; personnel rules, labor contracts, and health and safety regulations governing workers supervised.

Ability to: coordinate multiple work units with varied priorities and resources; coach and supervise assigned supervisory and other staff to attain established goals; identify alternative courses of action that minimize errors and risks; develop short and long term operational plans; identify and remove potential delays to the acquisition and delivery of services and products; administer large and diverse fiscal and contract administration functions; estimate fiscal requirements for operational needs and cost impacts of proposed courses of action.

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 practices and terminology of general procurement and materials administration; employee/job safety and health regulations and practices; goals and requirements of records maintenance; general computer software applicable to general inventory and recordkeeping functions; equipment/material specifications.

Ability to: communicate, orally and in writing, to employees, supervisors, and managers to counsel them on work situations and share administrative and technical information; use problem solving techniques to formulate and make decisions; analyze technical reports concerning budgets, purchases, and expenditures; advise senior divisional managers on specific courses of action; apply basic mathematical calculations including decimals/percentages; plan and direct interrelated activities; use judgment with situations involving the personal safety and health of individuals.

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 combinations of education, training, and/or experience that will enable the individual to possess the required knowledge, skills and abilities. A general qualification guideline for positions in this class is a two year college degree in business administration, materials procurement, supply/inventory operations AND five years experience in procuring equipment or supplies and supervising staff working in one of the functional areas managed. Equivalent experience may be substituted for the educational background listed.