

Position Description

Position Title:	Procurement Manager	Department:	Administrative Services
Reports to:	Director of Administrative Services	Employment Status:	Full-Time
FLSA Status:	Exempt	Date Created:	June 17, 2022
Representation Status:	Unrepresented	Date Revised:	N/A

Summary

The primary purpose of this position is to perform highly responsible managerial functions in developing, planning, administering, and monitoring purchasing activities. The Procurement Manager aids with the daily duties of the contracts and compliance support staff and prepares program guideline, status reports, and presentations for the executive staff. This position is also responsible for supervising the inventory management of the agency.

The essential duties and responsibilities listed below support the Santa Clara County Housing Authority's mission, strategic goals, and objectives.

Essential Duties and Responsibilities

The position duties and responsibilities listed below describe the general nature and scope of work. Other responsibilities, duties, and skills may be required and assigned, as needed.

- Manages procurement operations and oversees the day-to-day activities of the procurement team and ensures compliance with federal, state and local procurement laws. Provides leadership, sets standards, and provides staff assistance necessary to ensure accountability and efficient and effective use of resources.
- Manages the work of staff including: assigning, planning, and reviewing work, evaluating work performance and completing performance evaluations, coordinating activities, maintaining standards, allocating personnel, selecting new employees, training staff, acting on employee problems, and recommending and implementing discipline.
- Interprets, applies, and explains federal, state, and local laws and regulations, and policies, procedures, and practices of assigned position. Assists with drafting regulations, policies and procedures that govern the procurement program. Balances the need to meet operational goals with compliance requirements.
- Manages large and complex procurement activities for services, construction, applications and equipment utilizing competitive bidding processes and leads the evaluation committees providing recommendations for leadership.
- Trains and provides direction to all staff regarding the agency's procurement procedures and related activities.
- Uses sound judgment in accomplishing the procurement activities of the agency, ensures that bidders and contractors receive fair, impartial, and equitable treatment, and seeks the best value and greatest overall benefit for the agency.
- Reviews, prepares, and approves procurement solicitation documents. Coordinates and directs pre-proposal conferences, proposal evaluation, and contract negotiation meetings.
- Develops agency buying plans to maximize and leverage the benefits associated with agency-wide procurement volumes. Develops cooperative contracting relations with all certified government entities to ensure that procurement is leveraged to the advantage of the agency for deliverables via vendor competition (e.g. city, county, state, etc.).

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- Develops and coordinates implementation of programs to encourage efficient and cost-effective procurement from W/MBE, disadvantaged, and Section 3 contractors.
- Develops, implements, advises staff, and monitors agency-wide contract administration including ordering procedure, receipting procedure, proper internal controls, proper purchasing authority, contract obligations, supply management, and inventory control. Ensures contractor wage reporting and maintains and monitors vendor insurance coverage.
- Develops and maintains all required HUD and other local government procurement reports.
- Researches and develops relationships with vendors and uses procurement metrics to determine vendor effectiveness.
- Manages the relationship with Finance with regard to requisition-to-pay processes, including the submission, review and approval of requisitions and standard and complex POs (Purchasing Orders), CPA's (Contract Purchasing Agreement) and BPA's (Blanket Purchasing Agreement).
- Manages the conduct of procurement related meetings, including but not limited to, pre-submission conferences, proposal debriefings, procurement planning, etc.
- Manages the administration of the agency's surplus property disposition program; ensures the appropriate transfer and disposal of surplus property.
- Administers agency-wide contract administration and monitoring process.
- Evaluates, recommends, and develops improvements in operations, procedures, policies, or methods. Meets with all divisions heads to convey policies, confirm requests, to advise on anticipated, and to foster better communications and improvement of service.
- Conducts contract negotiations on behalf of the agency and manages disputes with vendors. Confers and requirements corresponds with suppliers, contractors, and manufacturers to resolve problems and discuss procurement related issues.
- Prepares annual departmental budget, and tracks expenditures against the budget; ensures performance within budget.
- Prepares and presents clear and concise reports, correspondence, policies, procedures, and other written materials. Researches, analyzes, and evaluates new service delivery methods, procedures, and techniques.
- Conducts research projects, evaluates alternatives, makes sound recommendations, and prepares effective reports including staff and Board reports.
- Effectively represents the Department and the agency in meetings with governmental agencies, community groups, and various businesses, professional, and regulatory organizations, and in meetings with individuals.
- Establishes and maintains a variety of filing, record-keeping, and tracking systems.
- Uses tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establishes, maintains, and fosters positive and effective working relationships with those contacted in the course of work.



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QUALIFICATIONS

Education and/or Experience

Any equivalent combination of education and experience likely to provide the required core competencies may be considered. A typical combination that is qualifying may include:

A bachelor's degree from an accredited four-year college or university in public administration, accounting, business administration, finance, management systems, planning, or related field, and five (5) years specialized experience in contracting and procurement, preferably with a housing agency or government agency, including two (2) years of supervisory experience. Experience with federal procurement regulations, government purchasing, and state bid law, competitive bidding process, and industry standards is required. Certified Public Purchasing Officer (CPPO) and/or Certified Associate Contracting Manager (CACM) is preferred.

Possession of a valid California Driver's License and satisfactory driving record at the time of appointment is required as a condition of initial and continued employment only if the operation of a vehicle, rather than the employee's ability to get to/from various work locations in a timely manner, is necessary to perform the essential functions of the position.

Core Competencies

This position requires the incumbent to exhibit the following behaviors, knowledge, skills and abilities:

Advancing Inclusivity and Leveraging Diversity: Works to create a culture of inclusivity where individuals of diverse cultures, demographics, interpersonal styles, abilities, motivations or backgrounds are and feel valued for their unique perspective and talent; inspires and makes the most effective use of the capabilities, insights and ideas of all individuals.

Commitment: Sets high standards of performance; pursues aggressive goals and works hard/smart to achieve them; strives for results and success; conveys a sense of urgency and brings issues to closure; persists despite obstacles and opposition.

Customer/Client Service: Meets/exceeds the expectations and requirements of internal and external customers and clients; identifies, understands, monitors, and measures the needs of both internal and external customers and clients; talks and acts with customers and clients in mind. Values and recognizes work colleagues as customers.

Effective Communication: Ensures important information is clear, concise and organized to be passed to those who need to know verbally or in writing. Demonstrates attention to, and conveys understanding of, the comments and questions of others. Actively listens and understands the audience to adapt messages appropriately. Applies knowledge of methods and techniques for the development of effective presentations, business correspondence, and information distribution based on audience needs.

Initiative: Proactively seeks solutions to resolve unexpected challenges. Actively assists others without formal/informal direction. Possesses the capacity to learn and actively seeks developmental feedback. Applies feedback for continued growth by mastering concepts needed to perform work.

Integrity: Exhibits honesty with oneself, coworkers, and customers. Stands up for what is fair, honest, ethical, and morally right even, in the face of opposition.

Job Knowledge and Skill: Exhibits requisite knowledge, skills, and abilities to perform the position effectively including procurement processes, Department of Housing and Urban Development ("HUD") regulations, Federal, and State programs and properties and policies, procedures, goals, objectives, operational

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entities, requirements, and activities as they apply to the assigned position. Uses appropriate judgment & decision making in accordance with level of responsibility; and researches and reports on various topics using a broad range of methods, techniques, and procedures.

Judgement & Decision Making: Exhibits sound reasoning and critical thinking skills by making decisions in line with established Agency expectations. Make decisions in compliance with the law and Agency policies and subordinate personal interests and views while representing the Agency acting in an official capacity.

Responsiveness and Accountability: Demonstrates a high level of conscientiousness; holds oneself personally responsible for one's own work; does fair share of work.

Strategic Capability and Leadership: Serves as a role model to others by keeping the agency's mission, vision and values at the forefront of decision making and action; applies administrative and leadership principles and practices to work, including strategic goal setting and program and policy development, implementation, and evaluation; supports a culture of professional employee development through mentoring and coaching; provides direction by effectively supporting and/or setting course of action for department, direct reports, and team members.

Supervising and Managing Team Success: Operates effectively within the agency and monitors, supervises and manages, people, resources and risk. Has knowledge of and ability to apply principles and practices of workforce management and employee supervision in the analysis and evaluation of projects, programs, policies, procedures, and operational needs; monitors people and program performance by providing regular feedback and reinforcement to direct reports and team members.

Teamwork: Balances team and individual responsibilities; exhibits objectivity and openness to others' views; gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interests; supports everyone's efforts to succeed; establishes, maintains, and fosters positive and effective working relationships with those contacted in the course of work.

Technical Skills: Exhibits requisite knowledge, skills and ability to perform duties using computers and peripheral equipment, and software skills (e.g. MS Word, Excel, PowerPoint, and Outlook). Must have the ability to learn computer software programs as required by assigned tasks.

Work Environment/Physical Demands

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances; however, this class may be performed in an environment with exposure to various odors/fragrances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures. Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various Agency and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, virtually and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

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Read and Acknowledged

Employee Signature

Date

Employee Name [printed]