# Procurement Manager

# Grade: 12

## FLSA: Exempt

**Date: 01/19**

**Job Summary:** Manages, coordinates, and assesses the work of assigned staff to facilitate the achievement of County and departmental procurement goals and objectives; assures compliance with County procurement policies; trains department staff; directs all procurement operations, activities, and programs; works directly with department heads, or their designee(s) staff as well as potential and existing vendors; performs other duties as assigned.

**Essential Functions:**

1. Manages, coordinates, and assesses the work of assigned staff to facilitate the achievement of County and departmental goals and objectives;
2. Directs all procurement operations, activities, and programs ;
3. Provides leadership for the standards, strategies, plans, policies and objectives of the County and various departments as they relate to procurement of goods and services, including operating and capital expenditures;
4. Trains staff of departments, as needed, to support the effective implementation of procurement and contract management activities;
5. Proposes programs and policy options;
6. Develops, recommends, and implements policies and guidelines for procurement and contract management activities
7. Develops, with department heads, the annual procurement plan, and then works with department heads to ensure timeliness of compliance, including modifications to the plan as warranted by changing conditions;
8. Works with department heads or their designee (COR) to develop specifications and processes for the more complex and complicated solicitations;
9. Works with the County Attorney on legal issues involving both solicitations and the subsequent contract administration;
10. In cases of contractor non-compliance, communicates with the vendor to address and resolve issues; works with County Attorney to incorporate considerations of law;
11. Acts as a liaison between Federal, State, and local governmental agencies whose policies, laws, regulations, and directives impact upon departmental and County activities, operations, projects, and programs; increasingly, compliance with grants is an element of more procurements;
12. Is the designated voting participant in the Southern Maryland Cooperative Purchasing Committee (SMCPC) representing St. Mary’s County Government;
13. Collaborates with other departments and various agencies to enhance service delivery;
14. Analyzes technical performance reports, correspondence, and contracts; reviews, evaluates, and makes recommendations regarding areas of responsibility;
15. Utilizes technology effectively in performance of job duties;
16. Exercises professional judgment and discretion when handling information processed in performance of job duties;
17. Ensures that the department is operating in compliance with Federal, State, and local policies and procedures;
18. Increases professional knowledge through attending workshops and conferences, participating in professional associations and activities, and reading professional and local publications; and
19. Performs other duties as assigned.

**Required Knowledge, Skills, and Abilities:**

1. Ability to gain advanced knowledge of St. Mary’s County Government policies and procedures;
2. Ability to act as a representative of St. Mary’s County Government to the public;
3. Advanced knowledge of the principles, practices, and procedures of government procurement and contract management, and the ability to interpret them to the staff and the public;
4. Extensive knowledge of governmental procurement policies, procedures, and legal mandates including understanding and assessing the impact of budgetary and fiscal practices ;
5. Ability to effectively research and investigate techniques and procedures;
6. Extensive knowledge of relevant laws, statutes, and ordinances of the State of Maryland and St. Mary’s County;
7. Ability to keep all relevant parties informed of all major issues and programs and to recommend changes as appropriate;
8. Ability to supervise, plan, and coordinate the work of diverse staff across the County departments in order to accomplish County and departmental goals and objectives;
9. Ability to review, evaluate, and initiate appropriate action on technical and legal reports, contracts, and documents concerning departmental matters;
10. Ability to establish and maintain effective working relationships with County officials, associates, staff, representatives from other agencies, and the general public;
11. Ability to communicate effectively with current or potential vendors on matters which are sensitive and complex;
12. Ability to prioritize and multitask; and
13. Ability to effectively utilize appropriate technology, including County administrative software as well as the County’s financial accounting systems.

**Education and Experience:**

1. Bachelor’s degree;
2. Five or more years of related professional experience, or additional education in a specialized area;
3. Possess or has the ability to obtain certification from a professional purchasing organization;
4. Or equivalent technical training, education, and/or experience.

**Physical and Environmental Conditions:**

Work requires no unusual demand for physical effort.

Work environment involves everyday risks or discomforts which require normal safety precautions typical of such places as offices or meeting rooms, e.g., use of safe work place practices with office equipment, and/or avoidance of trips and falls.

The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

I certify that this is an accurate statement of the essential functions and responsibilities of this position.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_

HR Representative Date

Your signature below indicates that you have received a copy of this position description.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee’s Signature Date