

GILA COUNTY HUMAN RESOURCES

JOB ANNOUNCEMENT

1400 E. ASH STREET, GLOBE, AZ 85501



POSTED: SEPTEMBER 21, 2016
CLOSING DATE: OCTOBER 11, 2016

DEPARTMENT: Finance

POSITION: Purchasing & Contracts Manager

LOCATION: Globe

JOB CODE: 16-084

ANNUAL SALARY: \$41,796 - \$46,812 DOE

PURPOSE OF THE JOB

The purpose of this position is to provide highly responsible technical and management work in directing and administering the County's centralized purchasing and contracts program.

SUPERVISORY RESPONSIBILITIES

Regularly assigns work to other employees and supervises related activities. Provides recommendations on hiring employees; scheduling work hours of employees; evaluating employee performance; handling employee grievances and promotions. Makes final decision on employee training; granting time-off; employee coaching and counseling.

ESSENTIAL DUTIES AND RESPONSIBILITIES	TIME SPENT
<ul style="list-style-type: none"> This position is the principal buyer for Gila County and ensures County and departmental compliance with State and Federal laws, Gila County Ordinances, and County procurement policies and procedures. Develops, compiles, conducts, and monitors advertisements, prebids, and bid openings; coordinates with departments on evaluation of Requests for Proposals, Requests for Qualifications, Invitations for Bid, and Statements of Qualifications for required services and consultant contracts to ensure compliance with statutes and policy. 	10%
<ul style="list-style-type: none"> Responsible for compiling and preparing bid documents, Request for Proposals, including advertising, vendor inquiries and recommendation for award of contracts. Develops contracts, IGAs, and MOUs and enters contract information accurately into County's automated Board of Supervisors agenda software system; administers active contracts. Provides assistance to County departments regarding drafting of Invitations to Bid and formal/informal Requests for Quotations; maintains log for Calls to Bid and formal/informal Requests for Quotations; distributes, advertises in newspaper, coordinates and mails Call for Bid packets, and provides assistance with recommending bid awards as required; coordinates with County Attorney's Office. 	30%
<ul style="list-style-type: none"> Supervises Purchasing and Contracts staff on their daily activities and evaluates the performance of personnel under their responsibility. 	10%
<ul style="list-style-type: none"> Maintains a continuous effort to identify and implement systems for operations improvement, decrease turn-around and streamline processes with requisitions, purchase orders, bids and Request for Invitations for Bids while working cooperatively with management, departments and staff to provide quality seamless customer service. May recommend revised procedures for the effective operation of the department to the Finance Director and Board of Supervisors. Works independently, with minimal direction, to achieve the overall effective and lawful operation of the County's procurement process: obtaining quality goods and services at the greatest economy; researching and interpreting market prices for application to procurement needs; in a consistently timely and efficient manner. 	20%
<ul style="list-style-type: none"> Prepares Requests for Proposals based on information provided by requesting departments. Prepares legal advertisements and coordinates dates to coincide with Board meeting dates; coordinates the posting of information to the County website regarding on-line auctions, disposal of surplus items, seized vehicles and equipment; schedules meetings to show vehicles; receipt monies and deposits into accounts; inputs data and distributes appropriate fund reimbursements in relation to sales of equipment; prepares documents to transfer title. Prepares and sends out Notice to Proceed letters and Non-Award letters to bidders; completes purchase requisition for Bid, SOQ/RFQ, Contract and Informal-Bid awards; sets up file and records of contracts; copies design plans and specifications books for construction bids; maintains project history databases; maintains project files and update project board. 	20%
<ul style="list-style-type: none"> Trains and instructs various County personnel in purchasing policies and procedures. 	10%
<ul style="list-style-type: none"> Performs other duties as assigned. 	

BUDGET RESPONSIBILITIES

This position reviews, edits and provides recommendations on project and team level budget.

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PROJECT RESPONSIBILITIES

Provides project research support and clerical support on organizational planning projects.

ORAL COMMUNICATION DUTIES

This position trains colleagues, explains County procedures or processes, gives presentations and participates in meetings.

WRITTEN COMMUNICATION DUTIES

This position creates or edits documents, internal memos, emails, contracts, formal letters, proposals, reports and Board of Supervisors presentations.

INTERACTIONS WITH THE GENERAL PUBLIC

Interacts extensively with employees, customers, the general public, vendors, regulatory bodies, and other groups and/or individuals and Institutions over the telephone, by email, and/or in person.

INTERACTIONS SPECIFICALLY WITH CUSTOMERS

Consistently (More than 40% but less than 55% in a year)

MINIMUM EDUCATION REQUIRED

Associate's Degree in Accounting, Public or Business Administration or a related field; Bachelor's Degree is preferred; or equivalent combination of education, training and experience.

MINIMUM YEARS OF DIRECTLY RELATED EXPERIENCE REQUIRED

Five (5) years significant management/supervisory experience in public government procurement; or any equivalent combination of experience, training and education.

PROFESSIONAL CREDENTIALS REQUIRED/PREFERRED

Accreditation as a Certified Purchasing Manager (CPM), and/or Certified Public Procurement Officer (CPPO), or Certified Public Procurement Buyer (CPPB) is preferred. Must possess a valid Arizona Driver's License.

KNOWLEDGE REQUIRED

Extensive knowledge of governmental practices, purchasing and contracting, including considerable knowledge of local, State and Federal government laws, regulations, statutes, and ordinances. Knowledge of accounting principles as they relate to procurement and the maintenance of purchasing records, government expenditure of public funds, ability to exercise independent judgment and discretion in establishing, applying, and interpreting policies and procedures. Ability to establish and maintain effective working relationships with County officials, employees, vendors and other purchasing professionals. Ability to develop/formulate short and long range goals, objectives and solutions pertaining to County programs/projects and recommend a course of action.

SKILLS REQUIRED

Active listening, communicating diplomatically, customer service, problem recognition, problem solving, time management, typing and data entry.

ABILITIES REQUIRED

Read and write at a professional level, express one's self orally, recognize problems and make sense of multiple information. Ability to understand and analyze accounting and purchasing information and records; accurately perform a variety of clerical purchasing functions; ensure compliance with purchasing regulations, standards and policies; maintain purchasing documentation and records; communicate effectively and follow oral/written instructions.

PHYSICAL DEMANDS

- Regularly sits to complete report; regularly sits to operate computers; regularly sits to attend to other duties.
- Routinely lifts under 10 lbs. of work related materials or equipment; rarely lifts up to 25 lbs.
- Regularly requires dexterity for keyboard operation.
- Occasionally stands to present.

WORK ENVIRONMENT

Incumbents in this position perform work in an office environment where the physical demands require sitting for extended periods of time; may work under stress of deadlines.

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SAFETY RISK EXPOSURE

Incumbents in this position are generally not exposed to safety risk. Occasionally, may be exposed to telephone or in-person verbal abuse by customers, general public, or individuals with high level of emotional distress.

PROTECTIVE GEAR & SAFETY MANUALS

Incumbents in this position are required to constantly follow written safety procedures and manuals relevant to the division or department.

CONSEQUENCES OF ERROR

Potential errors can cause inconveniences to other employees, and or delays in related work areas. Delays of services are possible.

NOTICE: APPLICANTS MAY BE REQUIRED TO FURNISH, AT THEIR OWN EXPENSE, DOCUMENTARY PROOF OF EDUCATIONS, CERTIFICATION, REGISTRATION, LICENSE OR ANY OTHER PROOF OF COMPETENCY AS REQUIRED IN THE OFFICIAL CLASSIFICATION DESCRIPTION OR ANNOUNCEMENT AND MAY BE REQUIRED TO UNDERGO PHYSICAL, PSYCHOLOGICAL AND/OR BACKGROUND INVESTIGATIONS AS A CONTINUING CONDITION OF EMPLOYMENT. FURTHER, APPLICANTS FOR POSITIONS REQUIRING OPERATION OF A COUNTY OR PERSONAL VEHICLE ON OFFICIAL BUSINESS MUST POSSESS AND MAINTAIN COUNTY OR PERSONAL VEHICLE OPERATORS LICENSE. GILA COUNTY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, RELIGION, AGE OR DISABILITY, AND FAMILIAL STATUS IN EMPLOYMENT OR THE PROVISIONS OF SERVICE. AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER.