

PORTAGE COUNTY

Internal Services

TITLE: Procurement Manager

JOB OBJECTIVES: Under the direction of the Director of Internal Services, incumbent is responsible for managing various County contracts and purchase orders that include the procurement of supplies, materials, equipment, communications and services, including construction and expediting their delivery for all Portage County departments and agencies.

ESSENTIAL JOB FUNCTIONS:

- Translate County department's procurement requirements into generic specifications suitable for competitive bidding/proposing purposes.
- Prepare bid specifications, requests for proposals and requests for qualifications, requisitions and purchase orders in order to procure supplies, materials, equipment, communications and services including construction for County offices in accordance with the Ohio Revised Code.
- Evaluate bid and proposal responses against a wide range of financial and non-financial criteria.
- Work with suppliers of goods and services through every phase of contract performance against specification standards and ensure that any issues of contract non-compliance are identified and resolved.
- Review contracts, evaluating and monitor compliance with requirements and regulations, maintaining communication to ensure timely execution and analyzing contract documents.
- Evaluate vendor/contractor capabilities, evaluate performance and negotiate prices and delivery.
- Manage the renewal of supplies and services contracts in a timely fashion by producing an annual contracting timetable.
- Communicate with the elected officials, departments and agencies on progress of their specific requests.
- Conduct pre-delivery of materials or services meetings with elected officials, departments and agencies and vendors/contractors.
- Expedite the delivery of materials or services with vendors/contractors.
- Interview potential new sales representatives and review new products.
- Work with County facility managers and monitor new construction and remodeling projects and attend project meetings.
- Process construction payment requests and monitor prevailing wages.
- Place orders for new and/or repairs on county telephone communications.
- Answer receiving dock and process receiving documents as needed.
- Serve as back-up in mail room operations (sorting, postmarking, delivering, interacting with US post office)
- Operate a motor vehicle as needed to perform the essential functions.
- Demonstrate regular and predictable attendance.
- Performs related duties as required.

NON-ESSENTIAL JOB FUNCTIONS:

Performs related Essential and Non-Essential functions as needed.

I. JOB REQUIREMENTS

Equipment: Incumbent operates equipment such as, but not limited to, the following: vehicle, personal computer, printer, calculator, copier, fax machine, mail machine, pallet jack and shredder.

Critical Skills/Expertise:

- Comprehensive and professional knowledge of governmental administration and procurement policies and procedures according to State and Federal guidelines and the Ohio Revised Code.
- Strong interpersonal and persuasive skills required.
- Ability to be decisive and work well under pressure, particularly when faced with unexpected occurrences or delays.
- Ability to coordinate several major activities at once while analyzing and resolving specific problems.
- Ability to research, compile and summarize a variety of information and statistical data and materials, prepare clear and concise reports, correspondence and other written materials.
- Knowledge of the relationship between Federal, State and County operations.
- Knowledge of fiscal policies and procedures.
- Knowledge of MUNIS or the current County financial system.
- Knowledge of computers and related software packages, including spreadsheets and databases.
- Ability to establish and maintain effective working relationships with department directors, elected officials, employees, vendors, and contractors.
- Ability to interpret extensive variety of technical material books, journals and manuals.
- Ability to communicate effectively, both verbally and in writing.
- Ability to define problems, gathers data, establish facts and draw valid conclusions.
- Ability to operate a personal computer and associated productivity software.
- Ability to read blueprints and specification books.
- Ability to prepare reports and make appropriate recommendations.

Job Standards: A bachelor's degree in business, finance or a related field is required, or a minimum of eight (8) years related governmental experience in procurement operations. Must possess a valid Ohio driver's license and maintain continuing eligibility under the existing County driver eligibility standards.

II. DIFFICULTY OF WORK

Work is broad in scope and consists of complex, varied, non-standardized tasks requiring the application of numerous laws, rules, regulations, and procedures and is of substantial intricacy requiring individual and differential diagnosis and treatment.

III. RESPONSIBILITY

Work is reviewed for adherence to instructions, soundness of judgement and conclusions, technical adequacy, accuracy and conformance with practice or precedent. Errors in work are detected within the office in which they occur and sometimes in the office they affect, affecting the work of others, and requiring expenditure of time and possibly funds to correct.

IV. PERSONAL WORK RELATIONSHIPS

Incumbent has contact with elected officials, co-workers, employees in the department, representatives of private organizations or firms and the general public. The purpose of these contacts is to handle the procurement function from developing and clarifying specifications, through the negotiations with vendors to the final end result ensuring that procurement contracts/purchase orders are performed in a timely and accurate manner and to communicate as needed regarding their issues and procedures.

V. PHYSICAL EFFORT AND WORK ENVIRONMENT**Physical**

Requirements: Duties involve the potential for exposure to moderate risks which require special safety precautions. Employees are on occasion required to use protective devices on jobsites; may involve exposure to noise, dirt, uneven or rocky surfaces. Ability to operator a motor vehicle.

Physical Activity: Incumbent performs the following physical activities: talking, hearing, feeling, touching, standing, walking, fingering, grasping, bending, reaching and driving.

Visual Activity: Incumbent performs work where the seeing job is close to the eyes.

Job Location: Incumbent works inside and outside, with potential exposure to adverse environmental conditions and surroundings.
