



## Midpeninsula Regional Open Space District

### **PROCUREMENT & CONTRACTING AGENT/SPECIALIST**

#### **DEFINITION**

Provides procurement and contract support to District projects and programs; analyzes procurement practices and procedures and makes recommendations for improvements; monitors and ensures compliance with District procurement and contracting policies and procedures; develops, summarizes, and maintains procurement records; fosters cooperative working relationships with District departments and acts as liaison with various stakeholders; and performs related work to support departments as required.

#### **SUPERVISION RECEIVED AND EXERCISED**

Receives direct or general supervision from Chief Financial Officer/Director of Administrative Services. Exercises direct and general supervision over administrative and office support staff as needed.

#### **CLASS CHARACTERISTICS**

This single incumbent classification exercises responsibility over procurement and contract functions. Incumbent develops and implements policies and procedures for a variety of projects and programs, including purchasing and procurement, contract administration, budget administration, management analysis, and program evaluation. Incumbent supports the work of departmental management staff by providing a professional-level resource for organizational, managerial, and operational analyses and studies related to procurement and contracting. The work has technical and programmatic aspects requiring the interpretation and application of policies, procedures, and regulations and may involve frequent contact with the public. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of assigned department, working independently, and exercising a high level of judgment and initiative.

#### **EXAMPLES OF ESSENTIAL FUNCTIONS** *(Illustrative Only)*

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

#### **For all assignments:**

- Analyze Statement of Work and project plans to evaluate acquisition and contract requirement and determine appropriate solicitation process, such as Requests for Proposal (RFP), Invitation to Bid (ITB), Request for Quotation (RFQ) and Requests for Information (RFI).
- Assists in defining specifications and developing solicitation documents.
- Provides leadership, coordination and assistance to departments to plan, solicit, advertise, evaluate proposals and bids and assists to prepare or negotiate contract prices, terms and conditions.
- Reviews and ensures compliance to procurement policies and procedures.
- Prepares various correspondences and reports.
- Manages On-Call Contracts, Prequalified Consultant File, Contractor Bidding File.
- Monitors funding contracts and expenditures, submits financial reports, requests reimbursements and closes grant and encumbrances.

- Provide training to departments to ensure effective and consistent use of procurement policies and procedures.
- Maintains and contact a wide variety of vendors. Develop sources of supply and services; meet with vendor representatives; assist in the development and enhancement of technical specifications; ensure that goods or services delivered meet the requirements that were agreed on by contract; and provide other professional purchasing directions as required by the District.
- Assist in developing, coordinating and implementing purchasing policies, procedures, and systems for the District; periodically conduct analyses of the District purchasing systems to facilitate an efficient, expeditious purchasing process.
- Develops, evaluates and maintains a vendor performance evaluation system.
- Ensures assigned areas are in compliance with Federal, State, and local and District laws, regulations, and professional practices.
- Prepares and submits Board of Director agenda reports and various other committee, and staff reports, resolutions, ordinances, and correspondence regarding assigned activities.
- Coordinates and performs professional-level administrative and programmatic work in procurement and contracts administration; develops, reviews, approves, negotiates, and administers contract content and terms; coordinates review of contract documents with legal counsel; oversees the bid process for District contracts; ensures contractor/vendor compliance with provisions.
- Plans, organizes, assigns, supervises, and reviews the work of assigned administrative and office support staff; evaluates employee performance, counsels employees, and effectively recommends initial disciplinary action; assists in selection and promotion; trains staff in work procedures.
- Communicates orally, in writing, or through graphic representations and statistical summaries with colleagues, managers, employees, the public, organized employee groups, and representatives of various organizations.
- Performs other duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Operation, services and activities of a comprehensive procurement and contract program.
- Applications in procurement systems and technology.
- Project and/or program management, analytical processes, and report preparation techniques.
- Organizational and management practices as applied to the analysis, evaluation, development, and implementation of programs, policies, and procedures.
- Research and reporting methods, techniques, and procedures.
- Principles and practices of procurement, contract administration and evaluation, budget administration, and financial management policies and procedures.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Effective communication methods and techniques in public presentations.
- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, discipline, and the training of staff in work procedures.
- Modern office practices, methods, computer equipment, and computer applications related to work, including word processing and spreadsheet software.
- Principles and procedures of record keeping and reporting.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the vendors, contractors, and District staff.

**Ability to:**

- Perform duties associated with administering a comprehensive procurement and contracts management program.
- Evaluate goods, series, supplies materials and equipment required by the District; identify and compile bids from vendors and service suppliers; develop, establish and evaluate purchasing practices and procedures; negotiate effectively with vendors; develop and operate effective computerized recordkeeping systems to enhance purchasing operations; prepare timely and informative reports.
- Perform professional level duties in budget preparation and administration. Monitor and report budget variances.
- Conduct financial analysis on assigned projects.
- Maintain accurate financial records and data; perform accurate financial calculations.
- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
- Supervise, train, plan, organize, schedule, assign, review, and evaluate the work of staff.
- Coordinate and oversee programmatic administrative, purchasing and contracts, and fiscal reporting activities.
- Perform responsible and difficult administrative work involving the use of independent judgment and personal initiative.
- Plan and conduct effective management, administrative, and operational studies from management staff with minimal direction.
- Conduct research on a wide variety of administrative topics including contract feasibility, budget and staffing proposals, and operational alternatives.
- Analyze, interpret, summarize, and present administrative and technical information and data in an effective manner.
- Evaluate and develop improvements in operations, procedures, policies, or methods.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Interpret, apply, and explain applicable Federal, State, and local policies, procedures, laws and regulations.
- Understand the organization and operation of the District as necessary to assume assigned responsibilities.
- Effectively represent the department and the District in meetings with governmental agencies, community groups, and various businesses, professional, and regulatory organizations, and in meetings with individuals.
- Establish and maintain a variety of filing, record keeping, and tracking systems.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment, including computer equipment and specialized software applications programs.
- Use English effectively to communicate in person, over the telephone or radio, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**Education and Experience:**

*Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Equivalent to graduation from an accredited four-year college or university with major coursework in business administration, economics, accounting, or a related field and three (3) years of procurement and contract administration experience.

**Licenses and Certifications:**

- Possession of a valid California Driver's License.

**PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing in and walking between work areas may be required. Some field work may be required which involves the ability to walk for short distances over rough terrain, drive vehicles over unimproved roads, and stand for extended periods of time. 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 weighing up to 25 pounds.

**ENVIRONMENTAL ELEMENTS**

Employees largely work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may be required to visit outdoor locations with exposure to sun, inclement weather, temperature extremes, and other natural hazards. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

EFFECTIVE: May 2016  
REVISED: N/A  
FLSA: Exempt