



PROCUREMENT AND GENERAL SERVICES MANAGER

Department: Finance
Job Class #: 162300
Pay Range: Executive 07

FLSA: Exempt
Represented: No

Classification descriptions are intended to present a descriptive list of the range of duties performed by employees in this class and are not intended to reflect all duties performed within the job.

GENERAL FUNCTION: The Procurement and General Services Manager supervises Purchasing, Contracting, Contract Compliance, General Services (including Records Management), and Fleet Services for the County. This role efficiently, effectively and systematically oversees the procurement of all equipment, personal property and services for the County, and as a result is integrally involved in assuring that all County departments are properly operated. Work involves a variety of processes and methods, which require an application of specialized knowledge in making procurement recommendations and decisions. A significant portion of procurement and contracting activities requires considerable analysis, evaluation and administrative oversight over extended performance periods, vendor/engineering modifications, and progress payments. The position is responsible for designing and implementing new performance based contracts, interlocal agreements and results-based payment processes that are tied to County budgets and strategic goals and performance measures.

This position serves as the Purchasing Agent for Pierce County as defined in the Pierce County Code, chapter 2.106.030.

This position serves all levels of County management, vendors, manufacturers, and contractor's representatives and is responsible to exchange information, as well as to resolve procurement problems and issues by influencing, persuading and motivating.

ESSENTIAL FUNCTIONS:

- Supervise and coordinate activities of multiple, diverse, and individually complex independent business units; oversee direct reports that determine work procedures, prepare work schedules and determine methods for expediting workflow; assign, review and approve the work of subordinate staff.
- Investigate grievances involving subordinates and recommend resolution; recommend hiring, promotional and disciplinary actions; approve leave requests, and overtime; assure adequate coverage during staff absences.
- Conduct performance evaluations and develop performance measures and standards.
- Procure a wide variety of supplies, services, and equipment by informal open market and competitive purchase methods.
- Review purchase requests and take action to clarify descriptive information, available supply/service sources, etc., coordinate action with requester to clarify specifications, approve substitute items, additional costs, delivery dates, etc., obtain and/or review requester's sole source justifications and other nonstandard requirements for regulatory and policy compliance.
- Determine and locate commercial sources of supply regardless of location (this includes new sources with no previous procurement history) and determine best methods of procurement.
- Approve all requisitions for supplies, materials and equipment; supervise and participates in the preparation of purchase orders and sign or approve for signature all purchase orders.
- Approve and sign all licensing and sales of County vehicles.
- Develop procurement procedures, methods and records, and conduct a variety of correspondence and public contact.

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- Arrange for the disposal of all County surplus capital equipment with a value of \$5,000 or less. Complete plans, supervise, and maintain record keeping for a large summer auction to dispose of surplus vehicles, heavy equipment, and miscellaneous surplus personal property for all Pierce County departments.
- Prepare or assist departments in preparing clear and concise requests for bids with all necessary technical and other required data included.
- Obtain maximum competition from qualified sources. In this connection, may arrange, schedule and conduct conferences with prospective bidders who seek clarification of technical requirements.
- Assist departments in evaluating bids received based on price, taking into account transportation costs, taxes, discounts, and compliance with specifications and delivery.
- Award a contract to the firm/individual whose bid is determined to be most advantageous to the County, price and other factors considered.
- Assist in monitoring the general progress of contracts; provides advice to contractors and departments regarding procurement contractual requirements and limitations.
- Provide or coordinate technical assistance with regard to expediting procurement aspects of contracts or resolving procurement problems.
- Perform market analysis and customer needs assessment studies to identify new contracting possibilities.
- Develop and implement strategic direction of contract development.
- Develop, recommend and direct the implementation of a comprehensive fleet management program including maintenance, repair, rental, and replacement of fleet equipment; confer with various department heads and elected officials, division heads, and managers in other departments and divisions to determine equipment and service needs.
- Develop long range equipment replacement schedules and rental rates; prepare over-all program plans and budget requests; monitor expenditures and administers the approved Division budget.
- Participate in green fleet initiatives at the state and local level including involvement in boards and green fleet organizations; drive County green fleet management best practices including vehicle selection, maintenance and fuel selection to reduce the County's carbon footprint and vehicle operating expense.
- Prepare budget proposals and justifications, and prepares and submits an Operations Summary and other reports as required.
- Coordinate invoice payment procedures with the Accounting Departments to improve methods, flow of paperwork, and other pertinent policies.
- Manage the County's fleet rental pool and repair facility including required record keeping for a fleet of approximately 650 vehicles.
- Support the goals of the Pierce County Office of Sustainability where possible and specifically related to purchasing green products, recycling of County materials, and reducing the carbon footprint in transportation related areas.
- Maintain regular, predictable, and punctual attendance during regularly scheduled work hours.
- Meet travel requirements of the position.
- Perform the physical requirements of the position; work within the established working conditions of the position.
- Work a flexible schedule, which may include evenings, weekends, and holidays.

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- Lift and carry up to 25 lbs.

OTHER JOB FUNCTIONS:

- Perform other job functions as assigned.

SUPERVISION RECEIVED AND EXERCISED: The immediate supervisor of the incumbent is the Director of Finance. Work is performed independently and is reviewed only for results obtained in meeting stated objectives, acceptability, and effectiveness in procurement activities and compliance with existing codes, resolutions, and established procedures. The incumbent is responsible for the full range of supervisory functions affecting Procurement and Contract Services, Fleet, and General Services' staff.

WORK ENVIRONMENT: The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of the position. Work is performed in an office environment and at various field offices. May be required to work at a desk or other workstation for prolonged periods; constant attention to detail is required. Ability to concentrate with frequent interruptions and general office noise is required.

PHYSICAL REQUIREMENTS: The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions. Ability to meet the travel requirements in order to attend meetings at various field sites and locations. The ability to sit for prolonged periods. Finger dexterity is required in order to use and operate a personal computer and related office equipment. The use of eyesight to read and interpret policies, procedures, regulations, contract agreements, and related management correspondence. Talking, seeing, hearing and the use of verbal and written communication is performed on a frequent basis.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Modern procurement principles and practices, state purchasing and contract codes and methods employed in the preparation and analysis of specifications, bids, contracts, contract negotiations and the performance of related procurement functions.
- Fleet and fleet-maintenance management principles and practices, with the ability to maintain currency with changes in vehicle propulsion and servicing technologies.
- Records management principles and practices, with the ability to maintain currency with rapidly changing state and local legal requirements pertaining to public records and public disclosure to include both traditional and electronic records.
- Sources and availability of supplies and services, market conditions and trends, transportation modes/rates, prices, and cost rates (i.e., labor rates, overhead, discounts, deliveries, etc.).
- State and County contract codes, ordinances and regulations concerning procurement of supplies and services.
- General business functions such as office management, budgeting and accounting principles, marketing, transportation, and finance.
- Sustainable purchasing, recycling, and transportation practices.
- Principles and practices of public administration, organization, personnel management and modern supervisory practices.

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Skill in:

- Use of independent judgment and effective decision-making in the application of a wide variety of laws, policies, and procedures and in effective problem solving.

Ability to:

- Plan, organize, assign, coordinate, supervise, and appraise the work of subordinates.
- Oversee multiple separate business units that provide County-wide services to all departments.
- Use appropriate independent judgment to make decisions of a technical, management, and/or administrative nature in support of Department/County goals and objectives.
- Express ideas and convey information effectively, orally and in writing.
- Establish and maintain a cooperative and effective working relationship with all levels of County management, business contacts, and the public.
- Quickly and effectively analyze procurement and contract problems and to independently apply sound management techniques and methods in their solution.
- Develop and write bid specifications and formats in conformance with existing guidelines and regulations.
- Understand and follow written and verbal instructions.
- Work effectively and productively with others.
- Communicate effectively verbally and in writing to audiences of various social, cultural, ethnic, educational, and economic backgrounds.
- Effectively coordinate, perform, and complete multiple duties and assignments concurrently and in a timely manner.
- Meet the travel requirements of the position.
- Physically perform the essential job functions of the classification.

MINIMUM REQUIREMENTS TO APPLY: Bachelor degree in business administration, economics or public administration or closely related field, and three or more years of experience directly related to the duties of the position, or an equivalent combination of education and experience is required. A minimum of three years recent experience as a Purchasing Agent for a large government agency in Washington State is preferred.

SPECIAL REQUIREMENTS AND/OR QUALIFICATIONS: A valid Washington State driver's license or ability to otherwise meet the travel requirements of the position is required. Ability to successfully complete all required background investigations prior to employment.