

Contracts / Procurement Manager

General Services Department

\$71,657.66—\$96,028.40 Annually



FINAL FILING DATE

February 13, 2015

DIRECT INQUIRES TO

Human Resources
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It is the mission of the Butte County General Services Department to build a reputation of

Integrity,

Pride,

Professionalism

and *Reliability.*

We strive for a safe and open work environment and through effective planning: reduce risk, control cost and provide quality services for all County departments.

Contracts/Procurement Manager

Under direction of the General Services Director, plans, prepares, analyzes, organizes and directs development of solicitations and contracts for procurement of services, products and construction projects; provides guidance, training and document templates to assist County departments in the preparation of solicitations, proposal evaluation, contract negotiation, contract award and administration; reviews sole source recommendations and contracts prepared by County departments for approval/disapproval or recommendations to the Board of Supervisors for approval/disapproval.

The Ideal Candidate

The ideal Contracts/Procurement Manager for this highly visible position will possess a very sound character with a reputation for integrity above reproach. Public administration and contract development experience is necessary, as well as proficiency in the development of policy and good procedural methods and practices.

The Contracts/Procurement Manager must also possess superior people skills, and in particular, the ability to work and collaborate with all levels of management and staff. A high level of management and leadership abilities and a win/win conflict resolution style are also desired. The incumbent must enjoy negotiation and tactfully demonstrate exceptional skills in this area. To be successful in this position, the incumbent will be adept at working in a fast paced environment and not only be able to accept change, but be an agent of change. Patience and perseverance are hallmark traits of a seasoned Contracts Manager, with the ability to guide individuals into making the best choices possible.

Education, Certifications, Experience

- ◆ Bachelors Degree in business administration, public administration, business law, economics or a related field from an accredited college or university **and** four years of experience in contract development and administration or procurement management including two (2) years of Supervisory experience. Experience preferably in a federal, state, county or city government agency; Master's degree in the above majors preferred.
- ◆ Designation as a Certified Professional Contracts Manager (CPCM) by the National Contract Management Association (NCMA) or similar certification is preferred.
- ◆ Valid State of California driver's license is required.
- ◆ Employees hired into this classification must file statements of economic interest with the Butte County Clerk/Recorder.

Knowledge and Skills Required

- ◆ Knowledge of County, state and federal laws, statutes, rules, ordinances, codes and regulations.
- ◆ Knowledge of federal and state procurement statutes, regulations, legislative processes, and regulatory processes.
- ◆ Knowledge of the principles and practices related to procurement of services and public contracting, including competitive solicitation procedures.
- ◆ Knowledge of public liability, property damage and professional liability insurance.
- ◆ Knowledge of procedures and requirements for developing professional, personal, construction, and service contracts.
- ◆ Knowledge of techniques and methods for contract negotiation.
- ◆ Knowledge of government contract administration
- ◆ Knowledge of computer software, including word processing, database, and spreadsheet programs.
- ◆ Knowledge of the characteristics and types of materials, supplies, equipment, and services suitable to meet the needs of a government jurisdiction.
- ◆ Skill in planning, organizing, administering, reviewing and evaluating department procedures for procurement of services and contracts management, and related administrative support activities.
- ◆ Skill in analyzing complex and sensitive administrative, budgetary, operational and organizational issues related to the procurement of services and contracts, evaluation of alternative approaches to reaching sound conclusions.
- ◆ Skill in negotiating with suppliers, contractors and others in the procurement of services and contract activities.
- ◆ Skill in performing analytical and legal research related to procurement of services, contracts, and requests for proposals, requests for quotations, invitations for bids, and specifications for products and services.
- ◆ Skill in interpreting and applying laws, regulations, policies and procedures related to contracts.
- ◆ Skill in training staff and service providers in County procurement of services and contracting policies and procedures.
- ◆ Skill in preparing and presenting clear, concise reports, presentations, specifications, requests for quotations, invitations for bids, and requests for proposals, correspondence and documents required in the course of work.
- ◆ Skill in communicating clearly and effectively, both orally and in writing
- ◆ Skill in developing, organizing, coordinating and implementing multiple projects and responsibilities, and meeting established time requirements.
- ◆ Skill in representing the County in a positive and effective manner with internal and external contacts.
- ◆ Skill in exercising sound independent judgments within established guidelines.

Typical Duties of this position:

- ◆ Directs and manages procurement of services for the County; develops goals, objectives, policies and procedures for procurement of services, contracting, and requests for proposals; ensures adherence to laws, ordinances, policies, rules and regulations. Supervises and directs the daily activities of the administrative and technical staff through appropriate delegation and work supervision.
- ◆ Screens and assigns workload; plans, prioritizes and assigns tasks and projects; assists in developing performance standards; approves promotions and terminations. Responsible for the monitoring of all County contracts, develops and maintains County contracting policies and procedures, to include providing instructions, training and document templates for use by County personnel.
- ◆ Directs the negotiation of contracts and amendments, and approves or secures authorized approval. Researches, analyzes, reports, interprets and explains federal, state, and local legislation and contracting statutes; drafts rules and regulations for adoption by the County; monitors federal, state and other legislation and regulations affecting public contracts, public records, procurement of professional services and related matters.
- ◆ Develops trainings and workshops and trains County staff and service providers regarding the County's contract policies.
- ◆ Prepares and writes requests for proposals, requests for quotations, invitations for bids, complex or specialized contracts, reports or correspondence; compares, analyzes, negotiates and awards contracts for services, leasing, products, and construction; participates on evaluation panels and provides guidance to departments for selection of consultants for professional services; evaluates protests received from contractors and prepares recommendations for determinations by the General Services Director or Board of Supervisors.
- ◆ Receives and reviews requisitions and contracts from departments for services; assists department staff with development and interpretation of contractual terms and conditions; interagency and cooperative agreements, resolution of contract disputes/ protests and related matters; revises, develops and negotiates contracts; monitors contracts to ensure compliance with legal and contract requirements.
- ◆ Consults with Administration, County Counsel, Risk Management, members of the Board of Supervisors, County department heads and management staff, and the professional business community regarding complex contracting issues. Prepares reports, resolutions and recommendations to the Board of Supervisors.
- ◆ Ensures service provider compliance with legal requirements related to insurance requirements and state and federal laws and regulations.
- ◆ Analyzes contract performance using historical data and performance benchmarks.
- ◆ Advises and guides management to resolve problems and recommends solutions that affect the County's ability to conform to contracts.
- ◆ Provides leadership and direction to subordinate staff.
- ◆ Performs other duties as assigned.

Benefits and Compensation

Salary Range:

\$71,657.66—\$96,028.40 annually

Retirement Plan:

Participation in the PERS program

Holidays and Vacation:

Vacation is based on years of service
beginning at 15 days per year.

11 paid holidays per year.

Other Leaves:

12 days of sick leave per year.

Bereavement leave.

7 days of Administrative Leave per year.

Health, Dental and Vision Insurance:

These are provided to the employee
and dependents with the majority of
the cost being paid by the County.

Deferred Compensation:

The County provides two voluntary
457 programs that each employee may
elect to enroll.

Life Insurance:

The County provides \$25,000 in life
insurance with additional coverage
available at a minimal cost.

Other Benefits:

Employee Assistance Program.

Discounts to local Health Clubs.

How to Apply:

If you are interested in this excellent career opportunity, please visit our website at www.buttecounty.net/humanresources to complete an online application. For any additional information, please feel free to call (530) 538-7651 Monday through Friday, 8am to 5pm. **In order to be considered you must submit a copy of your applicable licenses, transcripts and diplomas with the application.**

The final filing date for this recruitment is February 13, 2015.

About Butte County

“The Land of Natural Wealth and Beauty”

Butte County is situated on the east side of Northern California's Sacramento Valley and covers 1,640 square miles between the Sacramento River to the west and the Sierra Nevada Mountains to the east. This “Land of Natural Wealth and Beauty” was founded on February 18, 1850 and is one of California's original counties. Butte County's name is derived from the Marysville or Sutter Buttes mountain ranges, which lie within the boundaries of the county when it was created. Butte County is home to a growing population of more than 210,500 people who live in the incorporate cities of Biggs, Chico, Gridley, Oroville, (the county seat), and the Town of Paradise. The county offers an ideal economic atmosphere, a highly educated labor force, and a lower than average cost of living.

Butte County has a variety of opportunities for cultural enrichment, recreation, and relaxation in a rural environment. Bidwell Park in Chico is one of the largest city parks in the world, extending 12 miles along Big Chico Creek. Lake Oroville and the Sierra Nevada Mountains also provide a wide array of recreational activities. Educational and cultural activities are available through California State University, Chico, with an enrollment of more than 15,000 students per academic year. In addition, Butte County is less than an hour and a half drive to Sacramento and only three hours from the San Francisco Bay Area.

Recreational Activities

Butte County has a variety of recreational activities. Activities include water sports of all types on crystal lakes dotting the county's landscape. White water rafting and canoeing are available in the canyons of the area's numerous rivers. Anglers can try their luck casting for trophy trout and bass. Additionally, equestrian and mountain biking trails run for hundreds of miles with countless square miles of wilderness making for wonderful backpacking excursions. Portions of the Lassen and Plumas National Forests fall within the county boundaries. There is literally no end to the beauty of the area's natural offerings.

Local Attractions

Butte County is also the home of many local attractions, including Lake Oroville, the National Yo-Yo Museum, and Feather Falls, the sixth highest waterfall in the United States. In addition, the county is host to a number of nationally recognized industries, such as the glassworks of Orient and Flume, as well as the award winning Sierra Nevada Brewing Company.

Butte County is an Equal Opportunity Employer.