

**Workforce Solutions – Alamo
Job Description**

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| Job Title: | Director of Contracting/Procurement |
| Department: | Contracting and Procurement |
| Reports to: | CFO |
| FLSA Status: | Exempt |
| Approval Date: | October 26, 2006 |
| Review/Revision Date: | January 4, 2021 |
| Funding: | Grant |
| Duration: | Indefinite |

SUMMARY: Under the direction of the CFO and performs complex management activities and provides direction and guidance in strategic operations and planning for the Contracting and Procurement Department. Responsibilities include: staff management and development, the management of all agency procurements; drafting, execution, and maintenance of agency contracts; the management, tracking, ; management of facilities maintenance of all leased locations and physical assets for the Alamo region; and recommendations to TWC, , and appropriate regional program providers for WIA/WIOA eligible participants. Work involves developing the department’s strategic plan, goals and objectives; developing policy; reviewing guidelines, procedures, rules and regulations; establishing priorities, standards and measurement tools for determining progress in meeting goals . Exercises discretion and independent judgment in matters of significance as related to the management of business operations of the agency. Regular attendance is required for this position. Performs other relevant duties as assigned.

A position utilizing this classification will be designated as security sensitive, according to Vernon’s Texas Codes Annotated, Labor Code, Section 301.042.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Department and Staff Management

- *Develops department goals and objectives consistent with the agency strategic plan.
- *Provides direction, guidance, and assistance in areas of expertise to internal and external customers.
- *Plans, develops, implements, coordinates, monitors, and evaluates policies and procedures.
- *Reviews guidelines, procedures, rules, and regulations and monitors compliance.
- *Ensures compliance with laws pertaining to areas of responsibility.
- *Develops procurement and contract documents in compliance with established rules and regulations. Represents the agency at business meetings, on committees, etc. as directed.

Procurement Management

- *Manages the procurement process for the agency, as directed by agency management, the TWC’s *Financial Manual for Grant and Contracts* and Board resolutions by:
 - Maintaining a calendar of contract expiration or renewal dates;
 - Developing the solicitation documents for procurements;
 - Drafting evaluation tools and other necessary documents for the procurement process;
 - Compiling scoring sheets to evaluate each proposal;
 - Evaluating all proposals; and by
 - Briefing management and the Board with recommendations.

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Contracting

- *Manages service provider contracts and the request for the proposal process.
- *Develops/edits all contracts relating to WSA, seeking legal assistance when directed; assures accuracy and compliance'
- *Maintains a database system for all agency contracts.
- *Negotiates contracts with vendors to assure WSA needs are met and resources protected; works closely with internal staff to facilitate the approval of budgets and statements of work; assures necessary signatures are obtained to execute contracts.
- *Periodically reviews contracts to ensure that vendors and contractors are meeting and exceeding contractual requirements; reviews and prepares contract amendments as necessary/directed.

Small Purchases

- *Manages the purchasing of goods and services for WSA; maintains beneficial purchase agreements with vendors according to policy.
- Assures that the purchase order system is followed for all such purchases.

SUPERVISORY RESPONSIBILITIES

The Director plans, assigns, and may supervises the work of others and monitors and evaluates job performance in accordance with agency expectations.

QUALIFICATIONS

To perform this job successfully, the individual must be able to perform each essential job duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The selected candidate will expect to attain the appropriate certification provided by the state of Texas on Statewide Procurement Division.

EDUCATION and/or EXPERIENCE

Graduation from an accredited four-year college or university with 3 years of full-time experience in the oversight and direction of an agency program(s) or in strategic planning and policy development and implementation, three (3) years of which must have been in an administrative management or supervisory capacity; or an equivalent combination of experience, training, and/or education approved by the agency.

KNOWLEDGE, SKILLS and ABILITIES

Knowledge of local, state, and federal laws and regulations relevant to procurement and contracting and of the principles and practices of public administration and management.

Ability to direct and organize program activities; to establish program goals and objectives that support the strategic plan; to identify problems, evaluate alternatives, and implement effective solutions; to develop and evaluate policies and procedures; to direct the development of program policies and procedures; to prepare concise reports; to make presentations and testify at hearings; and to plan, assign, and/or supervise the work of others;

Ability to work effectively individually and as a team member;

Skill in using tact, discretion, initiative, and independent judgment.

Proficiency in reading, writing, and speaking English is required.

OTHER QUALIFICATIONS

Must be legally eligible to work in the United States.

Must have proof of valid driver's license and current auto insurance; must provide own transportation when

*denotes essential job function

on company business.

PHYSICAL DEMANDS and Work Environment- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. See the Job Activity Requirements for the Essential Job Functions attached and description of the work environment.

Career Development: This position could advance to Chief Operating Officer

Reviewed and accepted: _____ Date: _____