

Job Description

Job Title:	Assistant Director of Procurement & Contracts
Department:	Procurement
Reports to:	Director of Procurement & Contracts
FLSA Status:	Exempt
Approval Date:	September 22, 2022
Review/Revision Date:	September 22, 2022
Funding:	Grant
Duration:	Indefinite
Pay Range:	\$60,067 - \$89,404

ORGANIZATION AND PURPOSE

Workforce Solutions Alamo is a nonprofit organization that serves as the leadership and governing body for the region's workforce development system. Workforce Solutions Alamo is responsible for over \$100 million dollar budget consisting in local, state, and federal funds. Our mission is Working to Strengthen the Alamo regional economy by growing and connecting talent pipelines to employers. We are guided by the core values of Integrity, Excellence, Innovation, Collaboration, and Accountability.

Workforce Solutions Alamo is governed by a 25-member Board of Directors that reflects the diverse constituencies of the regional community: business, economic development, education, labor, community organizations, and government. Our service area includes the counties of Atascosa, Bandera, Bexar, Comal, Frio, Gillespie, Guadalupe, Karnes, Kendall, Kerr, Medina, McMullen, and Wilson.

GENERAL DESCRIPTION

Under the direction of the Director of Procurement & Contracts, the Assistant Director of Procurement & Contracts is responsible for document management, implementing contractual tools, solicitation process, contract initiation, and monitoring and compliance.

Work as an integral part of the purchasing and contracting leadership team. Oversees one or more major procurement areas such as procurement, contract administration, asset surplus, or small, minority and women-owned businesses. Maintain timely and effective communication with WSA employees and contractors, to accomplish goals.

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

- Provides organizational oversight of the procurement process, as well as initiation, monitoring, reporting, internal stakeholder trainings, and compliance of contracts.
- Identifies need for and develops improvements to policies, and procedures.
- Drafting, negotiating, and executing contractual terms.
- Drafting of informal/formal solicitations in accordance with the micro /Simplified /Formal purchase acquisition thresholds.
- Maintains a database system for all agency contracts and tracking and management of facility leases and performs periodic vendor performance evaluations.
- Reviewing guidelines, policies, procedures, and regulations to ensure grant management compliance standards with Uniform Guidance and the Texas Workforce Commission's Financial Manual for Grant and Contracts.
- Promotes the agencies Diversity Program SMWVBE to engage and provide opportunity to Historically Underutilized Businesses, HUB vendors.
- Conducts vendor interviews to include negotiations/conflict resolution; serves as liaison between user departments and vendors. Advises and assists user departments in development and preparation of specifications.
- Resolves pricing discrepancies/delivery problems/problem requisitions/purchase orders.
- Trains, evaluates, and supervise assigned employees.
- Performs other relevant duties as assigned.

SUPERVISORY RESPONSIBILITIES

The Assistant Director of Procurement & Contracts will work closely with other departments coordinating the statement of work, budgets, and ensuring that contracts are renewed timely. This position may supervise additional staff and is expected to adhere to WSA protocols and performance in accordance with agency expectations.

GENERAL/ORGANIZATIONAL COMPETENCIES

Quality/Compliance: Achieving a standard of excellence with our work processes and outcomes, honoring WSA policies and all regulatory requirements.

Communication: Balancing listening and talking, speaking, and writing clearly and accurately, influencing others, keeping others informed.

Initiative: Taking ownership of our work, doing what is needed without being asked, following through.

Efficiency: Planning, managing time well, being on time, being cost conscious, thinking of better ways to do things.

Customer Focus: Striving for high customer satisfaction, going out of our way to be helpful and pleasant, making it as easy as possible on the customer rather than our department or Workforce Solutions Alamo (WSA).

Collegiality/Collaboration: Being helpful, respectful, approachable, and collaborative, cooperating with others, inside and outside the organization, to accomplish objectives to build and maintain mutually beneficial partnerships, leverage information, and achieve results.
Integrity/Transparency: Upholds social, ethical, and organizational norms and values; firmly adheres to codes of conduct and ethical principles; behaves consistently, and is open, honest, and trustworthy; acts without consideration of personal gain.
Continuous Learning & Self Development: Being receptive to feedback, willing to learn, embracing continuous improvement, proactively investigating new perspectives, approaches, and behaviors.
People Management (for those with direct reports): Setting clear expectations, reviewing progress, providing feedback and guidance, holding people accountable.
Problem Solving: Identifies problems and uses logic, judgment, and data to evaluate alternatives and recommends solutions to achieve the desired organizational goal or outcomes.
Decision Quality: Makes sound decisions that consider objectives, risks, implications, and agency and governmental regulations.

GENERAL 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 Certified Texas Contract Developer /Manager (CTCD) and/or (CTCM) provided by the state of Texas on Statewide Procurement Division within twelve (12) months.**

KNOWLEDGE, SKILLS, and ABILITIES

- Knowledge of contract management standards, planning, solicitation processes, contract monitoring and compliance practices.
- 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.
- Knowledge of supervisory practices, procedures, and techniques.
- Skill in utilizing a personal computer and associated software programs.
- Ability to operate basic office equipment.
- Ability to work independently and perform contract services projects from inception to completion.
- Ability to maintain confidentiality of information.
- Ability to communicate effectively.
- Ability to perform all the intellectual and analytical requirements of the position.

EDUCATION and/or EXPERIENCE

Graduation from an accredited four-year college or university with three (3) years of full-time experience in the oversight and direction of an agency program(s) or in procurement and contract management, one (1) year 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.

OTHER QUALIFICATIONS

- Must be legally eligible to work in the United States.
- Will require occasional in-region and out-of-region travel; Must have proof of valid driver's license and current auto insurance; must provide own transportation when 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.

Workforce Solutions Alamo is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. The position will close when filled.

Equal Opportunity Employer