

### **Job Description**

<b>Job Title:</b>	Director of Procurement & Contracts
<b>Department:</b>	Procurement
<b>Reports to:</b>	Chief Financial Officer
<b>FLSA Status:</b>	Exempt
<b>Approval Date:</b>	October 26, 2006
<b>Review/Revision Date:</b>	January 4, 2021
<b>Salary Range:</b>	\$76,662 - \$114,104
<b>Funding:</b>	Grant
<b>Duration:</b>	Indefinite

### **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 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.
  - Briefing management and the Board with recommendations.

### **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.

**GENERAL/ORGANIZATIONAL COMPETENCIES**

<b>Quality/Compliance:</b> Achieving a standard of excellence with our work processes and outcomes, honoring WSA policies and all regulatory requirements.
<b>Communication:</b> Balancing listening and talking, speaking, and writing clearly and accurately, influencing others, keeping others informed.
<b>Initiative:</b> Taking ownership of our work, doing what is needed without being asked, following through.
<b>Efficiency:</b> Planning, managing time well, being on time, being cost conscious, thinking of better ways to do things.
<b>Customer Focus:</b> 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).
<b>Collegiality/Collaboration:</b> Being helpful, respectful, approachable and team oriented, cooperating with others, inside and outside the organization, to accomplish objectives to build and maintain mutually beneficial partnerships, leverage information, and achieve results.
<b>Integrity/Transparency:</b> 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.
<b>Continuous Learning &amp; Self Development:</b> Being receptive to feedback, willing to learn, embracing continuous improvement, proactively investigating new perspectives, approaches, and behaviors.
<b>People Management (for those with direct reports):</b> Setting clear expectations, reviewing progress, providing feedback and guidance, holding people accountable.
<b>Problem Solving:</b> Identifies problems and uses logic, judgment, and data to evaluate alternatives and recommends solutions to achieve the desired organizational goal or outcomes.
<b>Decision Quality:</b> 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 appropriate certification provided by the state of Texas on Statewide Procurement Division.

**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.

**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.

**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. See the Job Activity Requirements for the Essential Job Functions attached and description of the work environment.

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**