

Position Description: Purchasing and Contracting Director

Service Type: Administrative – Level 6

Definition: Under the general direction of the Borough Mayor or his/her designee, the ***Purchasing and Contracting Director*** is responsible for the oversight, operation, management and administration of the Purchasing and Contracting Department as set forth in KPB 2.26, and the Capital Projects division as set forth in KPB 2.48. Responsibilities include performing specialized and technical contract and purchasing work, administering technical specifications for competitive bids, directing capital projects administration, and ensuring compliance with appropriate laws, regulations, policies and procedures as they pertain to this work.

Minimum Qualifications: A bachelor's degree in business administration, architecture, construction management, engineering, or project management and a minimum of six years of progressively responsible work experience in the field of purchasing, contracting, project management, public works or construction management. May substitute additional years of senior-level, related work experience for college degree requirement on a year-for-year basis. Must have professional experience with large-scale project management and a working knowledge of computerized procurement modalities. Must have knowledge of program planning, public administration, project budgeting, reimbursable service agreements, professional service contracting methods. Must have knowledge of the basic design methods of construction, construction scheduling, and basic principles of land use planning. Must have a working knowledge and understanding of necessary insurance requirements and documents with relation to contracting and of appropriate transfer-of-risk-from-liability methods. Strong leadership and negotiation skills are required. Must possess and maintain a valid, unrestricted Alaska driver's license.

Preferred Knowledge and Experience: Experience in warehousing of goods and services for a facility/equipment maintenance organization is preferred. Certification as a Certified Public Procurement Officer (CPPO) or Certified Procurement Officer (CPO) is preferred. Working experience working with the Public Contract Code is preferred. Knowledge of current building code requirements and work experience in the construction field is preferred.

Essential Functions and Responsibilities - Department wide:

1. Oversees the implementation and performance of borough procurement, purchasing and capital projects.
2. Coordinates the implementation of borough purchasing and capital projects policies related to department personnel who are delegated roles in the purchasing and capital projects processes.
3. Interprets, implements, and monitors established borough policy and procedures for all procurement, materials management, and capital projects functions.
4. Supervises department staff and plans, assigns and reviews the work of subordinates and consultants. Assigns roles and responsibilities of staff.
5. Represents the borough in all contract related activities, including dealings with the contractor, the general public, local, state and federal entities
6. Coordinates, reviews, approves and maintains required documents, reports and records.

Purchasing and Contracting:

1. Oversees the implementation and performance of borough procurement and purchasing as described in KPB Chapter 5.28.
2. Supervises the preparation of formal bids, quotations, and purchase orders necessary for the procurement of goods and services, the maintenance of a database of vendors and standard bid specifications, and consideration of purchases to obtain maximum economic benefits. Implements procurement methods resulting in the enhancement of the competitive procurement process.
3. Coordinates purchases through government cooperative purchasing programs, and other cooperative programs. Works with borough personnel involved in the purchasing process to review, improve and develop borough purchasing policies and procedures.
4. Reviews and approves competitive procurement documents prior to advertisement or distribution, contract documentation and other documents as related to procurement and contracting of the borough
5. Reviews and researches trends in public sector purchasing and contracting. Coordinates implementation of changes in borough procurement and contracting policies and business practices.
6. Directs the maintenance of a computerized perpetual inventory system appropriate for the size and complexity of warehoused materials inventories. Oversees assigned staff in the receipt, storage and distribution of supplies and equipment.
7. Coordinates the sale of surplus materials and equipment, including obsolete stock.

Capital Projects:

1. Directs capital projects staff in project and construction contract management, inspection and administration. Oversees the predesign and construction budget estimate process.
2. Directs the coordination and administration of capital projects contracts between agencies and the borough.
3. Develops policy and procedures related to facility planning and acquisition, and provides guideline for staff for coordinating and assisting client agencies in the facilities procurement process.
4. Manages the process for all facilities capital improvement programs for mutual implication relating to project scheduling and feasibility.
5. Supervises and participates in the collection, consolidation and evaluation of raw data related to capital project work and approves proposals from department findings.
6. As needed, participates in project development conferences to plan activities on a cooperative basis. Assists client agencies in program development and facility procurement process, directly or through staff as assigned, which may include development of project scope, schedule, and budgeting among parties.
7. Oversees the construction inspection process. Reviews work in accordance with plans and specifications.

Other Functions:

1. Other duties as assigned.

Physical Demands: While performing the duties of this job, the employee is frequently required to stand; walk; use hands and fingers dexterously to operate office equipment, tools or controls; reach with hands and arms; and communicate orally. Sitting is required. Specific vision abilities required include close vision and the ability to adjust focus. The employee may occasionally transport up to 30 pounds. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this job.