

STATE OF MONTANA

JOB DESCRIPTION

Montana state government is an equal opportunity employer. The State shall, upon request, provide reasonable accommodations to otherwise qualified individuals with disabilities.

Job Title: Procurement Supervisor Position Number: 24003

Location: Helena Department: Transportation

Division and Bureau: Fiscal Services, Accounting Services Bureau

Section and Unit: Procurement Section

Job Overview:

The Procurement Supervisor develops and administers agency-wide procurement, contract administration and related business processes for the MDT Procurement Section, which holds significant authority exercised across a variety of complex procurements. Responsibilities include developing and administering procurement and contract administration plans, policies, business processes and systems; managing compliance, solicitation, and contract administration activities. This position reports to the Accounting Services Bureau Chief and supervises the Procurement Section.

Essential Functions (Major Duties or Responsibilities):

Program Development & Implementation - 45%

- Develop and implement procurement, contract administration and related business process plans, policies, and systems to ensure state and federal compliance; improve quality, cost and timeliness; and to meet current and future MDT business needs.
- Conduct program planning to develop goals and objectives for efficient and compliant procurement for MDT Divisions and Districts.
- Research and analyze agency procurement needs, external markets, state and federal funding sources, applicable regulations, and agency business processes to formulate procurement, contract administration rules, policies and procedures.

- Design and implement procurement methods based on evaluation of changes in solicitation requirements and procedures, industry trends, market price fluctuations , new technologies, contract requirements and procedures, and technical factors impacting specifications, solicitations, responses, evaluating, and contracting.
- Implement and maintain procurement and contract tracking, quality assurance, and compliance monitoring policies, practices and systems to ensure the compliance and efficiency of agency-wide business processes.
- Oversee the development and implementation of information systems to support agency procurement and contract administration activities.and their integration with agency and statewide financial management systems.
- Develop large and specialized commodity and service procurement processes by analyzing the scope of proposed projects, interviewing management, engineers, and other specialized professionals to synthesize information regarding project needs, and developing practices to meet special purchasing needs while maintaining compliance with administrative and statutory requirements.
- Develop and manage agency responses to contract claims and solicitation disputes to ensure consistent and compliant solicitation and contract administration, resolve disputes where possible, and develop legally-defensible responses. Contract claim management includes evaluating Notices of Claims from contractors, providing technical assistance to management in responding to claims, evaluating claim appeals, conducting research and gathering pertinent information for the Claims Appeal Committee, communicating with contractors, facilitating meetings, documenting Committee decisions, and awarding claims or formulating legally-defensible responses to contractors. Solicitation dispute resolution involves informing the aggrieved party of their protest rights, evaluating protest letters, evaluating the IFB or RFP processes to determine if legal violations occurred, responding to allegations, coordinating with the division/district/area offices who originally requested the procurement to help with the response, providing protest responses to MDT's legal staff for their review; and providing a final response to the party and informing them of further rights.
- Coordinate and prepare initial responses to both internal and legislative audit inquiries and recommendations. Review initial responses with the Accounting Services Bureau Chief, edit as necessary, and forward final responses to the Accounting Services Bureau Chief for dissemination. Perform extensive reviews of procurement requirements and contract compliance to ensure internal control objectives are met; coordinate with appropriate Division/District Financial Contacts and the Fiscal Services Division to implement proper remedial action in areas of noncompliance of audits; and develop solutions and procedures to prevent future auditing issues.

- Develop contacts and relationships with other state DOT's and procurement officials to brainstorm common issues related to procurement activities and develop solutions to problems.
- Integrates procurement planning with internal and external processes to ensure alignment with budgetary and funding considerations.
- Responsible for developing outreach programs to ensure and develop a strong and growing vendor pool.

Procurement and Contract Administration - 40%

- Manage agency-wide procurement and contract administration to ensure agency operational needs are met while complying with established policies.
- Represents MDT in the Procurement Delegation Agreement between MDT and the Department of Administration for goods and services procurements. Ensures compliance with the agreement and the significant unlimited authority granted to MDT within the agreement.
- Administer Maintenance and Facilities construction procurements and ensure they comply with federal and state laws as well as established policies and procedures.
- Review requisitions from all MDT programs to determine the most effective procurement method.
- Oversee agency-wide solicitation activities to generate qualified bids and proposals.
- Manage selection activities to ensure the agency attains the best value while in compliance with specifications and applicable law
- Review bids and proposals prior to award to ensure all appropriate bonding, insurance, licensure, and other contract requirements are included. Review the draft contract with the vendor in consideration of any RFP clarifications or modifications to ensure all applicable terms and restrictions are included. Coordinate final review of contracts with legal staff and ensure receipt of all appropriate vendor documentation and distribution of final copies for signatures. Negotiate terms within general parameters and achieve consensus between vendors and project managers on revised terms if vendors do not agree with contract terms or if terms change due to unforeseeable or uncontrollable conditions.
- Review and authorize all sole source justification requests and contracts to ensure they comply with federal and state laws. Perform required research to make an appropriate and accurate determination in order to avoid an award protest and potential litigation.
- Review and approve contracts/purchase orders to ensure all appropriate specifications, bonding, security, insurance, licensure, permits, prevailing wage, Davis Bacon wages, and other contract requirements are included in accordance with State and Federal laws and regulations. Review specifications, invitations for bids, addenda, request for proposals, and any clarifications or modifications to ensure all applicable terms and restrictions are included in the contract. Provide division/district/area offices with applicable letters with

regards to the Gross Receipts Tax or TERO/IOS fees. Review subcontracts that contractors have entered into with their subcontractors to ensure they meet contract requirements.

- Provide technical guidance to local governments on participation in cooperative purchasing agreements.
- Manage all procurement and contract reporting to inform MDT management and Department of Administration of procurement and contract cycles and activities.
- Direct and oversee the MDT Surplus Property Program to ensure that unneeded items are used elsewhere in MDT divisions/districts/area offices or sold as surplus according to state policies and guidelines to ensure compliance with applicable surplus regulations and purchase eligibility and usage requirements. Monitor compliance with the scrap metal recycling agreement with Department of Administration to ensure quarterly reimbursement of MDT's proceeds are received.
- Direct and oversee the MDT PCard purchasing program. Is the main point of contact and system administrator for the US Bank Access On-Line system.
- Oversee the administration of all contracts/purchase orders issued through the Section. This requires ensuring that the requirements of the contract/purchase order are understood and followed; developing methods of documenting the performance and/or non-performance of contractors/vendors; coordinating contract scope changes and amendment; managing payment tracking; and coordinating renewals.
- Monitor new and modified state term contracts issued by State Procurement Services Division (SPSD0 . Ensure MDT utilizes exclusive contracts as required. Train MDT staff on the use, terms, and conditions of term contracts.

Staff Management - 10%

- Establishes goals, training, and development to ensure a constantly improving and informed staff.
- Monitors compliance with established operational policies and procedures and achievement of goals through consultation with subordinate staff, personal review of program operations and project plans and through discussions with other Department staff and management. Ensures section procedural manuals are updated regularly.
- Evaluates, directs and coordinates the on-going operations and activities of the Section, including fiscal and accounting controls, to develop new processes and standards that promote integration, consistency and efficiency of various functions. Conducts workflow, cost and process analyses, determines specific areas of enhancement and develops and implements operational improvements.

Other Duties - 5%

This position performs a variety of other duties as assigned by the Accounting Services Bureau Chief and Administrator in support of the department mission and bureau objectives.

Supervision

The number of employees supervised is: 5

The position number for each supervised employee is: 24004, 24006, 24001, 81103, 24005

Physical and Environmental Demands:

This position functions in a typical office environment.

Knowledge, Skills and Abilities (Behaviors):

This position requires knowledge of the theory, principles, practices and techniques of public program administration including procurement, contract administration, accounting, budgeting and fiscal management; strategic planning; business process evaluation and development; Generally Accepted Accounting Principles (GAAP); state and federal policies, laws and regulations related to procurement (e.g., MCA Title 18 & 60, US Code Title 23 & 41); research and analysis practices; business administration; personnel management; automated accounting software, management and financial systems and other information systems; MDT administrative goals and objectives; adult education and training methods; and legislative and administrative rule requirements and processes. The position will become familiar with Montana statutes, MDT rules, policies, and procedures and state and federal procurement reporting requirements. Ability to effectively communicate, utilize problem solving techniques, and to operate multiple software systems.

Minimum Qualifications (Education and Experience):

The required knowledge and skills are typically acquired through a combination of education and experience equivalent to Bachelor's Degree in business administration, accounting, public administration or related field.

This position requires a minimum of 4 years of experience in accounting, contract administration, purchasing, project management, or a related field. This position requires a minimum of 1 year of supervision or team lead experience.

Certifications, licensure, or other credentials include: n/a

Alternative qualifications include: Any combination of additional related work experience and education equivalent to the minimum qualifications.

Special Requirements:

List any other special required information for this position

- | | |
|--|---|
| <input type="checkbox"/> Fingerprint check | <input type="checkbox"/> Valid driver's license |
| <input type="checkbox"/> Background check | <input type="checkbox"/> Other; Describe |
| Union Code | Safety Responsibilities |

The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to perform the job successfully.

Signatures

My signature below indicates the statements in the job description are accurate and complete.

Immediate Supervisor	Title	Date
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Administrative Review	Title	Date
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My signature below indicates that I have read this job description.

Employee	Title	Date
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Human Resources Review

Job Code Title: Program Supervisor Job Code Number: B1J01M

My signature below indicates that Human Resources has reviewed this job description for completeness and has made the following determinations:

- | | |
|---|--|
| <input type="checkbox"/> FLSA Exempt | <input checked="" type="checkbox"/> FLSA Non-Exempt |
| <input checked="" type="checkbox"/> Telework Available | <input type="checkbox"/> Telework Not Available |
| <input checked="" type="checkbox"/> Classification Complete | <input type="checkbox"/> Organizational Chart attached |

Human Resources:

Signature	Title	Date
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