



COUNTY OF NYE

CLASS TITLE: PURCHASING AND CONTRACTS ADMINISTRATOR

BASIC FUNCTION:

Under general direction of the Comptroller, plans, assigns, supervises and monitors the daily work activities of subordinate staff. Responsible for the implementation, evaluation, review and completion of procurement, revenue and lease contracts, and purchasing contracts specific tasks such as: preparation of complex professional procurement and contract development activities for all County departments; to include: acquisition of standardized or specialized materials, supplies, services and/or equipment, revenue and lease options, and analyzes and develops technical specifications..

REPRESENTATIVE DUTIES: *(Performance of these functions is the reason the job exists.*

Assigned job tasks/duties are not limited to the representative duties).

1. Oversees all daily activities relative to the procurement of goods and services. Exercise final authority for the creation of all purchase orders; and confirmation of available funding to secure requisitioned items.
2. Ensure expenditure and encumbrances are in compliance with all County policies, procedures and ordinance(s), state procurement laws, and federal procurement laws as applicable.
3. Administer all formal and informal bid processes for a variety of projects including but not limited to public works and construction projects; collaborates with appropriate departments in developing scope for procurement processes; responsible for the preparation of bid documents, including terms, conditions, specifications and delivery limitation for products or services.
4. Administer all negotiations for revenue and/or lease options for a variety of projects; collaborates with appropriate departments in developing scope; responsible for the preparation of appropriate documents, including terms, conditions, specifications and limitation for revenue/lease contract.
5. Coordinates all activities involving advertising for bids or proposals, opening submitted bids in a public forum; evaluation of submittal by vendors and preparation of recommendation of award to the Comptroller and/or County Manager. Prepare and present formal recommendations to the Board of County Commissioners.
6. Reviews detailed bids, formal contracts, bonds, insurance certificates and recommendations developed by subordinate or other technical staff to confirm accuracy and plausibility of terms, conditions and specifications, coordinate public bid openings for formal bid advertisements.
7. Responsible for monitoring existing contracts to include, but not limited to, reporting status of current contracts to management and affected departments,

resolve any internal or external conflicts, work with departments and management to analyze and asset needs, and serve as liaison between internal and external parties during renewals, modifications, and terminations.

8. Provides technical support to management by answering correspondence, composing memoranda and reports pertaining to the policies, procedures, revenue/lease contracts, and purchasing activities.
9. Conducts research on new product development and coordinates demonstrations to facilitate awareness of current commodities market and new products innovations. Stay abreast of new trends and innovations in the field of purchasing.
10. Supervises and directs daily activities of staff; prioritizes and reviews work to assure quality and timely completion of assigned duties and responsibilities; assists Comptroller in counseling employees concerning performance improvement/development, recommends training and coordinates training programs for staff; may assist Comptroller with recommendations of new hires, promotions, and preparing and completing performance evaluations.

QUALIFICATIONS

Knowledge of:

Countywide budgeting, accounting, and finance methods; principles and practices of public administration; including goal setting and program development, implementation and evaluation; project management and analytical techniques; basic grant funding policies, regulations, and procedures and applicable local, state and federal regulations; contract research and analysis; computer applications related to the work; standard office practices and procedures, including filing and the operation of standard office equipment; records management principles and practices; correct business English, including spelling, grammar and punctuation..

Skill in:

Developing and implementing departmental and countywide goals, objectives, policies, procedures and standards; explaining and training others in purchasing and contract related policies and procedures; developing effective work teams and motivating individuals to meet goals and objectives; and analyzing, evaluating, interpreting, applying and explaining relevant federal, state, and local laws and regulations.

Ability to:

Interpret and analyze policies, procedures, regulations and laws; prepare clear and concise reports and make effective presentations; coordinate multiple projects and deadlines; evaluate programs to determine their effectiveness in meeting goals and objectives and develop and implement program modifications; read and comprehend technical research materials and federal/state regulations pertaining to purchasing and contracts; maintain accurate records (including accounts maintenance); write narrative reports, and technical documents; and communicate effectively orally and in writing to various levels within the organization and with outside agencies.

EDUCATION AND EXPERIENCE:

Any combination of training, education, and experience that would provide the required knowledge and abilities. A typical way to gain the required knowledge and ability is: graduation from high school or successful completion of G.E.D. or high school proficiency exam and three (3) to five (5) years' experience in a purchasing function. Supervisory experience and experience in centralized government purchasing operation is strongly preferred.

LICENSES:

Certified Purchasing Manager (CPM) preferred. Valid Nevada Drivers License.

WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:

All subordinate professional, technical and clerical support staff. Vendors and out-source contracting performance.

CONTACTS:

Department heads, elected officials, supervisors, co-workers, other department personnel, vendors, out-source contractors and community members.

PHYSICAL AND MENTAL REQUIREMENTS :

The physical and mental requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

Coordination and vision to use keyboard and video display terminal sometimes for prolonged periods. Strength, dexterity and coordination to handle files and various documents. Occasional lifting of items weight up to 25 pounds such as files, stacks of paper, and other materials. Endurance and vision to drive for extended periods of time throughout the county and state.

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and individuals who have been offered employment are encouraged to discuss potential accommodations with the employer.

WORKING CONDITIONS:

Normal office environment; limited exposure to dust, fumes, odors or noise; regular travel within the county and state. Occasional evening meetings. Work evenings and/or weekends at certain times of the year.