

# **PROCUREMENT CONTRACT SERVICES OFFICER**

(proposed new classification)

## **DEFINITION**

Under general supervision, negotiates, awards, executes and administers the most difficult and complex competitive solicitations and contracts for supplies, goods, services and public construction projects; prepares, reviews, and conducts competitive solicitations; ensures adherence to procurement laws, regulations, policies and procedures; conducts complex market research and various procurement analytical work; and acts as the County's Purchasing Agent during the absence of the Manager of Procurement.

## **DISTINGUISHING CHARACTERISTICS**

This class is the advanced journey level in the professional Procurement Contract Services classification series, assigned exclusively to the Procurement Division of the General Services Department. This class is distinguished from the journey level Procurement Contract Services Specialist class in that the former performs the most complex and sensitive tasks, and applies independence in procurement methods and solicitation processes used. Incumbents in this class may supervise, guide, train, and support staff and/or lower level classes within the Procurement Contract Services Specialist series. This class is distinguished from other classes in that the former is assigned the full scope of County procurement related duties.

## **ESSENTIAL DUTIES**

Duties may include, but are not limited to, the following:

- Coordinates and facilitates the most sensitive procurement and contracting transactions that requires consultation or interaction with County Counsel, department heads, State officials, and the professional business community.
- Develops and defines contract specifications; prepares and administers competitive solicitations; analyzes and determines the most appropriate solicitation types and contract clauses to reduce County's exposure to risk.
- Negotiates with vendors regarding specifications, scopes of work, prices, cost, and terms and conditions.
- Prepares and conducts complex and technical procurement analyses, such as market research, cost and price analysis, and life-cycle analysis; leads diverse technical and professional committees in problem resolution relative to Countywide standards and contractual relationship.
- Awards, approves, and executes contracts authorizing purchases; prepares related reports and recommendations to the Board of Supervisors.
- Verifies vendors' compliance with legal, contractual and policy requirements, such as vendor performance, insurance requirements, licensure requirements, and local, state, and federal laws and regulations.
- Communicates and acts as a liaison between vendors and department users to develop compromises and resolve contractual problems or complaints; organizes, directs, and leads negotiating teams in evaluating and negotiating contracts.

- Develops and presents training sessions for County staff, industry, and other organizations on procurement-related procedures and policies; markets County awards to other public entities when applicable.
- Leads and may supervise, assigns, and evaluates work of subordinate staff.
- Performs other duties as assigned.

## **EMPLOYMENT STANDARDS**

**Experience:** Two (2) years of experience equivalent to the County of Yolo Procurement Contract Services Specialist classification, which includes the development and administration of competitive solicitations and contracts.

**OR**

**Education:** Bachelor's degree from an accredited college or university with major coursework in Procurement, Business Administration, Public Administration, Economics, or other closely related field; AND

**Experience:** Three (3) years of experience leading or facilitating contract negotiation, development of contract standards and procedures, competitive solicitations, and development of multi-year or high value supplies and/or goods agreements in a public sector environment.

**Substitution:** Possession of a Certified Professional Public Buyer (CPPB) or equivalent may be substituted for two (2) years of required education.

**Certification:** A Certified Professional Public Buyer (CPPB) and/or the National Institute of Governmental Purchasing Certified Procurement Professional (NIGP-CPP) designation must be obtained within four (4) years of appointment to the Procurement Contract Services Officer classification. Incumbents in a supervisory role will need to obtain a Certified Public Purchasing Officer (CPPO) within timeframe established with the appointing department. Certifications must be maintained as required.

### **Additional Requirements**

- **Form 700 Disclosures:** Must complete the California Fair Political Practices Commission Form 700 and file the Form with the County when required.
- **License:** Some positions in this classification may require incumbents to possess and maintain a valid California driver's license, Class C or higher, to carry out job related duties. Individuals who do not meet this requirement due to a physical or mental disability may request a reasonable accommodation.

## **KNOWLEDGE & ABILITY**

**Knowledge of:**

- Methods, principles, and best practices related to public procurement, including competitive solicitations and contract administration
- Cost accounting as it relates to price and cost analysis
- Laws, regulations, rules, policies, and procedures governing public procurement
- Methods used in evaluating vendor capability and performance
- English usage, grammar, punctuation, and spelling
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and other relevant database programs
- Principles and practices of leadership, mentoring, and training

**Ability to:**

- Research, read, interpret, explain, and properly apply rules, regulations, laws, policies, and procedures
- Develop effective and cooperative working relationships with other departments, employees, suppliers, and other public entities
- Use judgment and initiative in making recommendations and resolving problems that are highly complex and sensitive in nature
- Effectively communicate orally and in writing, including the ability to compose comprehensive reports and convey complex and technical subjects in a clear, concise, persuasive, and positive manner
- Establish schedules and apply emerging technologies to efficiently perform and complete projects on a timely basis
- Possess complete integrity and a high sense of personal and professional ethics
- Understand and apply accounting principles and methods as they relate to procurement
- Lead, assign, and train staff by planning, providing work direction and instruction, and reviewing the work of assigned team

**ENVIRONMENTAL & FUNCTIONAL FACTORS**

Incumbents will perform work inside of buildings and outside in the community, alone or closely with others. The incumbents are required to drive a vehicle or travel independently to various worksites throughout the County. The incumbents must be able to communicate verbally with co-workers and customers and deal with a variety of stressful situations in a calm, professional manner.

**MEDICAL CLASS**

This classification requires incumbents to perform light physical work, which may include frequent lifting of up to fifteen (15) pounds and occasional lifting of up to twenty-five (25) pounds. The ability to place or retrieve items at above and below waist level will be required while moving about, sitting, or standing. Additionally, the positions require manual dexterity, visual acuity, color and depth perception, good hearing, and eye-hand coordination to use a variety of office equipment and motor vehicle.

**CLASS HISTORY**

Established Date: TBD  
Revision Date:

DRAFT