

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 1742 **TITLE:** CONTRACTS DIVISION MANAGER **GRADE:** S-31

DEFINITION:

Under direction, serves as contracts division manager for the central purchasing department responsible for directing and managing the County's purchasing and contract operations and supplier diversity program. Plans, coordinates, manages, and supervises the activity of contract and procurement teams with County-wide procurement responsibility; and performs related work as required.

DISTINGUISHING CHARACTERISTICS OF THE CLASS:

This is a single position class. The Contracts Division Manager differs from the Contracts Specialist Supervisor in that the Contracts Specialist Supervisor is responsible for supervising and managing the work of a team of Contract Specialists, as well as functioning as a lead for more complex solicitations, whereas the Contracts Division Manager serves as the division manager for an entire contract and procurement program. The Contracts Division Manager differs from the Deputy Director of Purchasing in that the Deputy Director assists the Director of Purchasing & Supply Management in management of multiple business operations of the County's centralized material management program.

ILLUSTRATIVE DUTIES:

(The illustrative duties listed in this specification are representative of the class but are not an all inclusive list. A complete list of position duties and unique physical requirements can be found in the position description.)

Manages all activities related to the issuance and administration of contracts for goods and services, to include developing consolidated purchasing programs that achieve greater operational efficiency and lower costs;

Develops long and short-term goals, objectives and solutions for a large and diverse professional procurement staff and manages the staff's overall professional development;

Provides guidance and technical procurement training to County and Schools procurement staff on procurement and contract strategies, regulatory strategies and resource planning;

Reviews and approves contracts for submission to senior management and Board of Supervisors;

Manages/directs, develops, implements and evaluates complex procurement programs and processes and acts as a lead in the department's response to adversarial situations such as contract disputes, protests, and litigation;

Oversees management studies on purchasing activities and analyzes performance and workload data to develop and implement procedural changes, new methods, or automated systems as appropriate, in order to increase efficiency and cost-effectiveness of the procurement program, uses findings to provide risk analysis;

Recommends acquisition strategies and provides data on contractor performance;

Oversees Supplier Diversity Program to ensure use of small, women-owned and minority owned business in county procurement;

Manages strategic alliances with customers to facilitate the accomplishment of customer goals and objectives by assisting with the development, data collection, reporting, and analysis of strategic objectives and performance measures;

Establishes implements, evaluates, and modifies purchasing policies and procedures and provides principal policy advice to senior County officials;
Maintains coordination with intergovernmental bodies (state, federal, civil) and professional associations on procurement matters of mutual interest and participates in forums to discuss technical procurement policies.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

(The knowledge, skills and abilities listed in this specification are representative of the class but are not an all inclusive list.)

Extensive knowledge of the principles, practices and methods of purchasing;
Extensive knowledge of sources of supply, commodity pricing methods and marketing practices;
Effective oral and written communication skills;
Effective contract negotiation skills;
Ability to develop and maintain effective working relationships with associates, officials, employees in other agencies, suppliers, contractors and the general public;
Ability to analyze and interpret financial reports and financial statements;
Ability to prepare clear and concise reports;
Knowledge of agency business practices and automated, integrated systems;
Knowledge of the principles and practices of procurement, materiel operations, contracts administration and governmental purchasing;
Ability to communicate with upper-level agency management and vendors to consult, negotiate, or resolve management problems;
Ability to exercise independent judgment in decision-making, program administration, and interpretation of rules and regulations;
Ability to develop, interpret, and administer procurement policies and procedures;
Ability to manage the effective utilization of resources to accomplish organizational goals.

EMPLOYMENT STANDARDS:

Any combination of education, experience, and training equivalent to:
Graduation from an accredited four-year college or university with major course work in public administration, business administration or a related field, including courses in purchasing and supply management principles, laws, methods and procedures; PLUS
Five years of progressively responsible experience in technical procurement work, including considerable experience in analysis of cost proposals, negotiations and resource planning, and three years of increasingly responsible supervisory experience. A master's degree in public administration, business administration, or a related field may be substituted for one year of the required experience.

CERTIFICATION AND LICENSES REQUIRED:

Certification by a nationally recognized professional purchasing organization is required.

NECESSARY SPECIAL REQUIREMENTS:

The position within this class due to it's financial responsibility, will be subject to criminal history record checks and/or credit checks as a condition of hiring and periodically thereafter, as determined by the department head. An applicant or employee may be required to submit a

request for a criminal history record check and/or credit check to the appropriate agency.
Applicants and employees within these select positions must demonstrate financial responsibility in personal finances as a condition of employment.

ESTABLISHED: November 16, 2009