SIERRA COUNTY POSITION DESCRIPTION

JOB TITLE:	**CHIEF PROCUREMENT OFFICER**
DEPARTMENT:	**ADMINISTRATION**
SUPERVISOR:	**FINANCE DIRECTOR**
GRADE:	
FLSA STATUS:	**NON-EXEMPT**

JOB SUMMARY

Under the guidance of the Finance Director, accomplishes the County's objectives by procuring tangible personal property, construction and professional services to ensure the County's business needs are met and in accordance with the New Mexico State Procurement Code, Sierra County Procurement Resolution, and all other applicable county, state, and federal statutes and regulations.

ESSENTIAL FUNCTIONS

- Ensures all County purchases are in accordance with established policies and procedures and with applicable statutes and regulations.
- Maintains the County Procurement Resolution in accordance with state statutes and regulations.
- Serves as the County's buyer for all purchases.
- Analyzes purchase requisitions to ensure compliance with the New Mexico Procurement Code, Sierra County ordinances, regulations, policies, and procedures, and any other applicable procurement requirements; approves purchasing requisitions; assigns purchase order numbers.
- Advises and assists County staff with purchasing requirements; researches goods and services for purchase; determines most appropriate method of purchasing; and develops product specifications in coordination with the requestor.
- Communicates with vendors on quotes, invoices, and other items relevant to purchasing; obtains and reviews quotes for purchases; compiles vendor information on goods and/or services available for purchase; and maintains County vendor file.
- Develops and maintains the County's contract front-end ensuring compliance with state statutes and regulations, County resolutions, and funding requirements; ensures funding requirements are included in procurement documents.
- Solicits bids and initiates formal procurement procedures; prepares and issues Invitations to Bid, Requests for Proposals, and Requests for Quotes, and other solicitation documents as appropriate.
- Conducts pre-bid conferences, bid openings, and post-award meetings with potential and actual bidders and offerors, contractors, and County staff.
- Oversees maintenance of files and records for contracts, grants, and appropriations, and other County-funded assignments.

- Assists department personnel in drafting contracts, scopes of work, and contract specifications; analyzes, summarizes, and makes recommendations concerning quotes, contracts, bids, and proposals.
- Prepares contract award documents and tracks contract execution.
- Maintains complete, organized, and accurate procurement files and records of quotes, bids, proposals, determinations, contract changes, change orders, contract modifications, and payments.
- Maintains the master list of contracts and monitors County contracts for expiration and renewal; notifies department personnel sufficiently prior to expiration for a contract renewal or for new solicitation.
- Issues vendor numbers in system based on W9 forms.
- Monitors open purchase order files and cancels when appropriate; requests invoices from vendors when needed.
- Serves as central point of contact for all County vendors; maintains bidder's list; communicates with vendors to discuss account issues including late payments, reimbursements for credits, credit line increases, establishing credit accounts, and other account-related issues.
- Interacts with and presents procurement matters to County Manager and County Commissioners for approval.
- Instructs and trains new staff in procurement procedures.
- Receives and sorts mail; scans invoices and purchase orders; prioritizes, processes, and submits invoices; prints, posts, and submits checks; and maintains accurate records of receipts and payments both physically and electronically.
- Coordinates and manages fuel card services and cellular devices and services.
- Hosts and participates in regular meetings as requested.
- Prepares comprehensive and concise verbal and written reports.
- Remains flexible in working hours as needed to meet deadlines and support organizational needs.
- Builds and fosters effective working relationships with others.
- Enhances professional growth and development through participation in seminars, educational workshops, classes, and conferences.
- Executes other tasks and responsibilities as assigned.

APPLICANT MUST DISCLOSE REAL OR PERCEIVED CONFLICTS OF INTEREST AND MUST ABIDE BY THE GOVERNMENTAL CONDUCT ACT (NMSA 10-16-1 (ET. SEQ.).

MINIMUM QUALIFICATIONS

- Associate's Degree in Public or Business Administration, Accounting, Finance, or related field.
- Four (4) years of experience in procurement, accounting, or related field, with at least two (2) years of

Procurement Officer - Administration

experience in

purchasing/procurement.

- A combination of relevant education and related work experience may be considered.
- Ability to obtain and maintain Procurement Officer Certification from the State of New Mexico.
- A valid driver's license is required.
- Must be able to successfully pass a background screening / investigation.

KNOWLEDGE, SKILLS, AND ABILITIES:

KNOWLEDGE OF:

- Applicable federal, state, county, and local laws, regulations, requirements, principles, and practices related to purchasing and procurement.
- Policies, functions, and responsibilities of Sierra County.
- Characteristics, services, and activities of a government procurement office.
- Modern trends related to the practice of procurement.

SKILL IN:

- Budget and grant development and administration, financial planning, and cost control.
- Analyzing data, mathematical computations, and problem-solving.
- Preparing, reviewing, and analyzing financial and operational reports.
- Analyzing problems, projecting consequences, identifying solutions, and implementing recommendations.
- Operating various word-processing, spreadsheets, accounting and database software programs in a Windows environment.

ABILITY TO:

- Maintain confidentiality.
- Communicate efficiently and effectively both verbally and in writing.
- Provide professional customer service, maintain a professional attitude, and demonstrate a strong work ethic.
- Interact and maintain strong working relationships with individuals of varying social and cultural backgrounds.
- Make solid decisions and exercise independent judgment.
- Work in a fast-paced environment and meet deadlines with a strong focus on details.
- Follow and give clear instructions.

PHYSICAL/MENTAL DEMANDS, WORK ENVIRONMENT, EQUIPMENT USAGE

WORK ENVIRONMENT:

Work is generally performed in an office or indoor setting. Frequent work outdoors where incumbent may be exposed to varying temperature and weather conditions. Evening and/or weekend work may be required. Tight time constraints and multiple demands are common. Travel may be required for training, meetings, conferences, presentations, and other events.

PHYSICAL/MENTAL REQUIREMENTS:

While performing the duties of this job, the employee regularly is required to sit; use hands to finger, handle, or feel; reach with hands and arms; and communicate effectively. The employee occasionally is required to move throughout the office/complex/site; climb or balance; stoop, kneel, crouch, or crawl; and lift/carry/move up to 25 pounds. Close vision ability is required and clarity of vision at long distance is helpful. Incumbent may sit for extended periods of time. Occasional exposure to dust, fumes, airborne particles and/or allergens. Position may cause stress and tension; work will be conducted individually and in groups; and incumbent must be able to quickly change position on issues when presented with better alternatives.

EQUIPMENT, TOOLS, AND MATERIALS:

Tools used in performing the essential functions of the job: copier, vehicle, fax machine, telephone, computer, general office supplies and equipment, overhead projector, word processing software, presentation software, accounting software, and adding machine.

SIERRA COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER AND WELCOMES APPLICATIONS FROM ALL SUITABLY QUALIFIED PERSONS REGARDLESS OF THEIR RACE, SEX, DISABILITY, RELIGION/BELIEF, SEXUAL ORIENTATION, OR AGE.