

The Maryland-National Capital Park and Planning Commission

TITLE: Corporate Procurement Program Manager GRADE: 34 DATE: 9/6/19
SERIES: Corporate Accounting and Finance CODE: 1263 EEO: Officials/Admin FLSA: Exempt

Class Definition:

Under general direction, manages a Commission-wide procurement function within the Corporate Procurement Division such as, but not limited to: (1) Capital Improvements Program (CIP) Construction or (2) Information Technology and Telecommunications. Ensures work program and unit effectiveness by planning, developing, directing and assuring effective procurement products and services Commission-wide within assigned program; legally binds the Commission in contracts and purchase orders with signature authority. Performs a full range of supervisory functions; may oversee the work of consultants. Works adeptly as a unit manager for procurement activities and functions. Identifies need for revised, enhanced or new policies, procedures, processes or programs; identifies and implements solutions to routine and non-routine problems and makes or recommends procurement business process improvements; ensures coordination with stakeholders within and outside the Corporate Procurement Division; and ensures programmatic compliance and added value. Ensures completeness, soundness, sufficiency and, as pertinent to the assignment, integration of section work across assigned procurement functions. Serves as member of the Division's management leadership team and as a senior internal consultant on Commission-wide procurement management matters by applying specialized expertise in one or more functional domains. Some work is highly confidential or highly sensitive. On a regularly recurring basis, the work has important impact, Commission-wide, on procurement products, services, programs or systems including high profile or high stakes matters. Applies comprehensive professional knowledge of procurement procedures, strategies, and regulations to ensure procurement functions are effective. Independently performs intensive reviews and analysis and makes assessments of multiple, interactive variables, including uncertainties, to determine effects on operations. Interacts with people inside and outside the organization to exchange information, coordinate, instruct, guide, advise, obtain agreement or compliance, present and defend, convince or persuade and achieve other desired actions. Meets the FLSA standard for exemption as a supervisor. Performs other duties, as assigned.

Work is assigned in terms of functional responsibilities, goals, priorities and resources. The incumbent plans and manages all unit work within this framework and is held accountable for provision of effective procurement functions and services including soundness of professional advice and achievement of unit goals. The incumbent is expected to keep the supervisor informed and to seek assistance only for highly complex or very sensitive matters. Work is expected to be highly effective and is evaluated in terms of achievements, teamwork, customer service and other factors such as skill and ingenuity in overcoming technical and non-technical problems including teamwork and intra-agency and interagency coordination problems.

The Maryland-National Capital Park and Planning Commission

TITLE: Corporate Procurement Program Manager GRADE: 34 DATE: 9/6/19
SERIES: Corporate Accounting and Finance CODE: 1263 EEO: Officials/Admin FLSA: Exempt

Examples of Important Duties (Estimated Percentages):

1. Unit Management/Staff Supervision (±50%)

- Manages assigned procurement work program and unit. Keeps unit staff informed of Commission policies and procedures; establishes work program goals and objectives; sets work standards; enforces work rules; plans, schedules, assigns and reviews the work of the unit. Provides input for, recommends and administers approved unit budgets (controls expenditures); manages unit staff and other personnel in support of programmatic objectives and operational requirements; monitors work operations; ensures oversight of the work of consultants and contractors.
- Performs a full range of supervisory human resource (HR) management functions, unit wide. Initiates or recommends official personnel actions such as recruitment, selection and transfer; selects or helps select staff; trains and develops staff or ensures staff training and development; mentors and coaches; counsels or disciplines; approves or disapproves leave; ensures adherence to equal employment opportunity (EEO) requirements and pertinent Commission policies and procedures; establishes and communicates objectives and expectations and evaluates performance.

2. Commission-wide Procurement Process and Functions/Related (±30%)

- Plans and implements a sound and sustainable procurement process, including sourcing strategies, supplier selections and vendor performance measurements. Consolidates and standardizes solicitation documents to ensure compliance and oversight of the Commission's procurement policies and procedures.
- Confers with Commission departments to engage in procurement planning. Reviews formal and informal bid specifications to ensure consistency with departmental and Commission objectives. Reviews and approves solicitation documents submitted, prior to issuance of solicitations for Commission departments. Prepares specifications and formal solicitations such as Request for Proposals (RFP); Request for Qualifications (RFQ) and Invitation for Bids (IFB); legally binds the Commission in contracts and purchase orders with signature authority.
- Directs procurement activities of the operating departments. Oversees pre-bid/pre-proposal conferences and conducts pre-bid/pre-proposal meetings. Reviews bid tabulations, evaluations and recommendations for awards submitted and prepares bid tabulations and recommendations.
- Issues purchase orders for requisitions submitted by Commission departments for various routine goods and services. Reviews emergency and sole source purchases and makes recommendations for approval.

The Maryland-National Capital Park and Planning Commission

TITLE: Corporate Procurement Program Manager GRADE: 34 DATE: 9/6/19
SERIES: Corporate Accounting and Finance CODE: 1263 EEO: Officials/Admin FLSA: Exempt

- Assists with all contracting activities but not limited to leading negotiations on complex procurements such as design/build, Construction Manager at Risk (CMAR), software licensing agreements and professional service agreements.
- Researches and provides recommendations to the Corporate Procurement Director on bid protests. Drafts responses to bid protests and claims, as required.

3. Other (±20%)

- Serves as a member of the Division's management leadership team. Identifies, recommends and implements new work methods, policies and procedures to enhance productivity and effectiveness. Works with other managers within the Division and works with broader scope and senior management teams as well as interagency teams, to resolve problems, enhance inter-staff or interagency teamwork, develops and implements Division-wide changes in policies and procedures, and implements the Commission's overall procurement program. Makes presentations to the Secretary-Treasurer and higher levels concerning Commission-wide procurement operations or proposed changes in policies, procedures and work methods.
- Serves as a senior internal consultant on procurement by applying special expertise in one or more functional domains such as construction or information technology. Prepares formal studies, policy papers, executive summaries, final documents, and makes formal presentations.
- Maintains confidentiality of data, including legally-protected personal information, sensitive programmatic data, and other sensitive information.
- Performs environment scans to proactively identify and prepare for, inform others of, and respond to emerging issues in the procurement domains of the unit.
- Develops, implements and maintains Commission-wide procurement training programs.
- Stays informed of current and new trends in one's professional field (e.g. design and construction technology, information technology and telecommunications tools and materials), and of changes in guidelines in the procurement domains of the unit.
- Identifies, recommends and implements new work methods, policies and procedures to enhance productivity and effectiveness, as directed. Makes recommendations to the Corporate Procurement Director regarding administrative policies and procedures. Analyzes procurements for cost-savings and cost reduction strategies. Works with other managers within the Division, and works with management teams to resolve problems, enhance teamwork, develop and implement changes in policies and procedures.

The Maryland-National Capital Park and Planning Commission

TITLE: Corporate Procurement Program Manager GRADE: 34 DATE: 9/6/19
SERIES: Corporate Accounting and Finance CODE: 1263 EEO: Officials/Admin FLSA: Exempt

- Communicates and interacts with business contacts. Establishes, maintains and enhances working relationships. Promotes collaboration within the unit supervised and facilitates inclusion and sound group decision-making.

Important Worker Characteristics:

- A. Comprehensive knowledge of, and skill in applying, the principles, practices, and techniques of purchasing and contracting [this includes knowledge of (a) various types of solicitation and purchasing methods such as oral solicitations, delivery orders, or purchase orders to make noncompetitive open market purchases, purchases under established contracts or competitive open market purchases for firm-fixed-price, fixed unit price, indefinite delivery purchase of goods, services and small construction projects, (b) various methods of contracting (such as RFPs, RFQs, and IFBs) and (c) full cycle of procurement activities].
- (2) Good working knowledge of (a) wide variety of office, design and construction, facilities operations and maintenance and other goods and services, and ability to research such goods/service, as well as knowledge of the market prices and ability to identify market prices of a wide variety of goods and services to assess costs estimates, determine price reasonableness of quotations, decide if substitutions are acceptable; (b) functional domains and procurement needs of the units served.
- (3) Comprehensive knowledge of Commission guidelines covering full and open competition, responsiveness and responsibility of bidder, and appropriateness of procurement method/contract type*.
- (4) Knowledge of Commission organization, policies and procedures*.

**Typically acquired or fully developed primarily after employment in this job class.*

- B. Knowledge of, and skill in, (1) planning, assigning and reviewing work, (2) budgeting, using capital and managing resources to accomplish work, and (3) managing work and supervising employees at the first level of supervision; this includes knowledge of, and skill in applying, HR management and EEO principles and practices.
- C. Considerable skill in problem solving to select, organize and logically process relevant information (verbal, numerical or abstract) to solve a problem. This includes skill in identifying subtle aspects of problems and making recommendations and decisions. Examples include determining method of procurement, conducting research on various issues (suppliers, prices, etc.), reviewing the content of proposals by offerors and sole source and emergency purchase justifications by end users, and negotiating with bidders and contractors to obtain best price, delivery and other terms.
- D. Skill in communication to understand verbal and written information (including facts, assertions and arguments), draw inferences, form hypotheses and develop logical arguments, and to express such information so that others will understand and, in some situations, agree, comply or take other desired action(s). This includes skills in actively listening to ascertain key information, including perspectives, concerns, wants and needs of others, and in communicating effectively to obtain agreement, compliance or other desired results.

The Maryland-National Capital Park and Planning Commission

TITLE: Corporate Procurement Program Manager GRADE: 34 DATE: 9/6/19
SERIES: Corporate Accounting and Finance CODE: 1263 EEO: Officials/Admin FLSA: Exempt

- E. Interpersonal skills to interact with business contacts in a businesslike, customer service-oriented manner; this includes skill in establishing and maintaining effective working relationships and working as a member or a leader of a team.
- F. Skill in using a computer, modern office suite software (such as MS Office), enterprise software and specialized software.

**Typically acquired or fully developed primarily after employment in this job class.*

Minimum Qualifications (MQs):

1. Bachelor's Degree in Purchasing, Accounting, Auditing, Business Administration, or any related field.
2. Six (6) years of progressively responsible experience in procurement and contracting that includes a minimum of two (2) years of lead or supervisory experience.
3. An equivalent combination of education and experience may be substituted, which together total ten (10) years.

Working Conditions:

Works in an office setting. Work is primarily sedentary and requires light physical effort. May be subject to various job demands such as high volume of work and tight deadlines.