

The Maryland-National Capital Park and Planning Commission

TITLE: Corporate Procurement Director

GRADE: 38

DATE: 8/5/2020

SERIES: Corporate Accounting and Finance

CODE: 1272

EEO: Official Admin

FLSA: Exempt

Examples of Important Duties (Estimated Percentages):

1. Unit Management/Staff Supervision (±60-70%)

- Manages the Corporate Procurement Division. Keeps Division staff informed of Commission policies and procedures; establishes work program goals and objectives of the Division; sets work standards; enforces work rules; plans, schedules, assigns, and reviews the work of the Division; develops, recommends and administers approved Division budgets (controls expenditures); manages Division 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 Division-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. Quality Assurance/Quality Control Related (±20-25%)

- Manages the Commission-wide procurement programs. Assesses ongoing informational, business needs and develops technology strategies to be incorporated Commission-wide. Plans, acquires, implements and supports various automated procurement systems. Conducts research on emerging technologies. Reviews technical literature, stays informed of the latest procurement software developments.
- Develops and implements procurement policies and procedures governing the procurement functions for the Commission, including the Commission's Purchase Card Program. Manages and oversees the procurement of all Commission acquisitions. Monitors and audits Commission-wide purchases, including those made by Purchase Card holders and operating department Purchasing Representatives.
- Ensures that all procurement related activities comply with purchasing policies and procedures, including the Anti-Discrimination Program. Advises the Executive Director on exceptions to the Anti-Discrimination Program guidelines.
- Develops and trains professional public procurement staff and operating department purchasing representatives to ensure compliance with Commission policies and procedures, legal requirements and professional public procurement practices.

