



Procurement and Contract Administration Manager

Position Summary

Procurement and Contract Administration Manager (the “Manager”) is an advanced professional position responsible for the management and oversight of procurement staff in the Procurement Department tasked with the procurement and contract administration of capital assets, goods, and services. This position oversees the administration of the agency’s contracts. Additionally, the Manager is responsible for managing and carrying out the requirements of the Agency’s Procurement Policies and Procedures, Unsolicited Proposals/Public Private Policy, Small Business Participation Policy, and Local Business Participation Policy.

Required Education & Experience

- Bachelor’s degree from an accredited university in Finance, Business Administration, Public Administration, Construction Management or a closely related field.
- Seven (7) Years of experience in procurement/contract administration of which a minimum of three (3) construction procurements.
- CPPB (Certified Professional Public Buyer) and/or CPPO (Certified Public Purchasing Officer) at the time of hire. (Equivalent certification may be accepted)

Required Knowledge, Skills & Abilities

- Extensive knowledge of procurement methods, practices and procedures.
- Extensive knowledge of procurement and contract documentation requirements pertaining and construction procurements.
- Knowledge of applicable local, state and federal laws, rules and regulations governing public procurement and contract administration.
- Bid and contract analysis and preparation techniques.
- Knowledge of Tyler Technologies: Munis
- Microsoft Office Suite
- Excellent written and oral communication skills.
- Strong, proven analytical skills
- Able to analyze and resolve complex problems in a professional manner by exercising good judgment and collaborative techniques

Essential Duties

- Supervises and mentors the Procurement team engaged in the development of Solicitation Documents, management of the procurement process and Contract Administration.
- Collaborate with End Users and General Counsel to develop documents required for the solicitation, evaluation and selection of consultants, contractors and vendors including, but not



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limited to, RSOQ, RFQ, RFP, ITB, evaluation matrices, letters/notices to bidders/proposers, and all documentation related to the specific procurement.

- Oversee the day-to-day operations of the Procurement Department.
- Reviews, analyzes, and comments on complex scopes of work to ensure flexibility for competition, determine the type of contract language and vendor requirements needed, as well as other related factors such as, but not limited to, prerequisite requirements and small and local business participation requirements.
- Approve, develop and maintain all of the Agency's procurement documentation and boilerplates.
- Perform and supervise the compliance review of bids and proposals.
- Confer with Counsel on compliance with applicable laws, policies and procedures.
- Collaborate with other departments to determine the appropriate procurement methodology.
- Establish guidelines and criteria that will be included in all procurements.
- Coordinate with Executive Director to obtain approvals to advertise and award contracts.
- Provide assistance to the evaluation committees on procurement and procedural matters.
- Conduct pre-proposal, pre-bid meeting, site visits, Technical Representative meeting and evaluation committee meetings.
- Work with Counsel in development of standardized solicitation documents and contract documents.
- Review and approve Supplemental Agreements.
- Collaborate with Counsel and other departments for the preparation and handling of all bid protests.
- Responsible for maintaining the Agency's procurement and contract files.
- Prepare and develop annual department budget; monitor and approve expenditures in accordance with the Agency's policies and principles of sound fiscal management.
- Conduct research on the professional, legal and financial aspects of contracting methods.
- Develop applicable performance standards and establish methods for monitoring contract compliance.
- Recommend suspension, debarment, and reinstatement of prospective bidders, proposers and contractors.
- Review and monitor overall contracting and procurement activities.
- Provide policy guidance regarding contracting issues.
- Establish procedures to ensure that final agreements and documents are proper and comply with applicable laws and established policies and procedures.
- Direct and coordinate administrative activities on contract related matters; direct on-going review of contract progress, financial status and scheduled performance of contractual obligations.
- Confers with vendors; analyzes quotations and bids for relative prices and consistency specifications.
- Monitors the evaluation and/or negotiation process, for acquisition of professional/ personal services to ensure that proposals have been evaluated and/or negotiated in accordance with solicitation document and the Agency's procurement policies and procedures.
- Review and approve the Agency's requisitions and purchase Orders.
- Review and approve Local Business Applications.
- Review and approve Single/Sole Source purchases.



- Prepare agenda items for board meetings and address any procurement related issues as may be necessary.
- Oversee the preparation and approve all monthly procurement reports.
- Collaborate with the Finance Department reporting and audits.
- Responsible for the Agency's Contract Management System, Vendor Registered List and Local Business Database.
- Responsible for developing and maintaining procurement procedures and provide guidance to vendors and end-user departments.
- Other duties as required.

Supervision Exercised

- This position supervises procurement staff.

Working Conditions & Required Physical Abilities

This position qualifies for hybrid schedule with supervisor approval.

Individuals in this type of position must have the use of sensory skills to effectively communicate with other employees and the public through the use of the telephone and personal contact as normally defined by the ability to see, read, talk, sit, stand, hear, use of fingers to handle, feel or operate objects and write. Must have the physical capabilities to move about the office and to effectively use and operate various office equipment; such as but not limited to personal computers, calculators, copy and fax machines. May involve extended periods seated at a keyboard or workstation. May occasionally involve lifting, carrying, pushing and/or pulling materials and objects weighing up to 25 lbs.

Reasonable accommodations may be made to enable qualified individuals to perform the essential functions of the job.

Annual Salary Range: \$125,000 - \$155,000