



State of Oregon Position Description

Company: Oregon Department of Education
Organization: Procurement Services - ODE
Service Type:

SECTION 1. POSITION INFORMATION

Job Profile Title:	Procurement Manager 1	Job Profile ID:	7635
Business Title:	Assistant Director Of Procurement (Unfilled)	Position ID:	000000176261
Employee Name:		Company ID:	58100
Representation:	MMS	Budget Auth No:	
Location:	Salem ODE Public Service Building		
Supervisor:	Julia Alpernas (Procurement Manager 3)		
Position:			
Time Type:	Full Time		
FLSA:	Exempt		
Exempt Reason:	Executive Employee Exemption		
Overtime Eligible:	No		
Employee Type:	Limited Duration (Fixed Term)		

SECTION 2. JOB DESCRIPTION SUMMARY

Describe the program in which this position exists. Include program purpose, who is affected, size, and scope. Include relationship to agency mission.

The Oregon Department of Education (ODE) provides leadership for all elementary and secondary students in Oregon's public school districts and education service districts. Responsibility also extends to public preschool and early learning programs, the Oregon School for the Deaf, regional programs for children with disabilities, and education programs in Oregon youth correctional facilities. Our mission is to foster equity and excellence for every learner through collaboration with educators, partners, and communities. We value equity for every student, high-quality education, service, leadership, and teamwork. We are results focused and believe people are our greatest asset.

ODE employs in excess of 650 employees at the Public Service Building, the Veterans' Building, multiple Office of Child Care locations around the state, and the Oregon School for the Deaf (OSD). OSD employees include academic-year staff who work nine and one-half months during the regular school year (late August to mid-June each year) and two months of summer school programs. OSD operates on a five- day-a-week, 24-hour-a-day basis.

The Office of Finance and Information Technology (OFIT) provides timely and reliable fiscal, administrative, and information

technology services. This work is designed to ensure that all agency services adhere to applicable laws and regulations while seeking solutions focused on the needs of Oregon's children. OFIT contributes to an infrastructure that allows ODE staff to focus on the core mission of leadership, accountability, and school improvement.

OFIT consists of six Units for Financial Services, Business Services, Budget Services, Procurement Services, School Finance and School Facilities, and Information Technology. Collectively, the office covers a full range of business services that are provided to support agency staff and external partners. Through these different Units, mail is processed, bills are paid, contracts are developed and executed, the agency budget is developed, funds are managed and distributed to local schools districts and education service districts, school buildings are monitored to ensure the safety of our children, information technology and project management support is given to both internal and external customers, technology solutions are developed, enhanced, and managed; and agency facilities/space issues are addressed. OFIT acts as reliable customer service partner for the rest of the agency to meet business needs and objectives of our mission.

The Procurement Services Unit provides the core procurement expertise for services to the agency. The Unit is supervised by the Director of Procurement who reports directly to the Assistant Superintendent of OFIT. The Procurement Services Unit is responsible for the design and implementation of procurement and grant making services that support the agency's mission while ensuring the cost-effective acquisition of commodities and services; agency compliance with purchasing laws, rules and guidelines; and compliance with delegated purchasing authority agreements. The Unit consults with and trains agency employees and external partners on purchasing laws, rules, procedures and policies and administers a training and certification program. The work of the Unit involves administering the procurement and grant making process for complex formal and informal contracts, grants, and projects; advising agency staff, contractors, sub-recipients, and vendors of legal requirements regarding the preparation of specifications for competitive bidding; developing and monitoring annual supply contracts; preparing requests for proposals for procuring professional, technical and expert services; and working with various Business Development programs to promote and attract Minority, Women and Emerging Small Business participation in the bidding process. The Unit also is a key contributor to ensuring the success of ODE's strategic plan.

b. Describe the primary purpose of this position, and how it functions within this program. Complete this statement. The primary purpose of this position is to:

Under the leadership of the Director of Procurement Services, the Assistant Director of Procurement will have direct supervision of three work pods of procurement specialists of various levels within the procurement and contract specialist series.

The Assistant Director will assign work, establishing work schedules and monitor work performed by subordinates in order to meet established goals, objectives and target dates. The Assistant Director of Procurement will serve as the daily operational oversight of the procurement unit. While working with the Director of Procurement, and the Operational Improvement Strategist, and the Training and Outreach Coordinator to identify revisions to agency policy and procedures by evaluating their impact on program or section activities in order to increase the effectiveness of program or section operations.

The Assistant Director of Procurement Services is responsible to coordinate with the Director of Procurement for maintaining a system that is committed to and supports equity in procurement practices; excellent customer service; internal and external teamwork; leadership in best procurement practices; stewardship of public resources; a high-performance culture emphasizing quality work, productivity, and continuous improvement; diversity and inclusion; and goal attainment. The position is directly responsible for promoting ODE's values. These values include integrity accountability, excellence, and equity.

SECTION 3. JOB DESCRIPTION

List the major duties of the position. State the percentage of time for each duty. Mark "N" for new duties, "R" for revised duties or "NC" for no change in duties. Indicate whether the duty is an "essential" (E) or "Non-Essential" (NE) function.

40% - N E - Leadership, Management, and Oversight of Contracting Processes and Agreements:

- Provides leadership and oversight over all contracts and agreements held by ODE.
- Ad-Hoc review of contract files for completeness and alignment with statutory requirements for contract administration.
- Works with Director of Procurement to have regular customer support meetings with business partners and program staff related to contracting and grant-making process.
- Partners with customers to develop and maintain procurement policies, procedures, and operating guidelines for their program area.

- Advises or suggest to the Director of Procurement changes or updates which need to be made to Agency procurement templates and procedures and policies.

20% - N E - Supervision of Contract Work Pods:

- Update and establish appropriate job duties and responsibilities budgeted positions assigned up to three distinct contracting “work pods”.
- Interview, select, and provide training to staff assigned to the contracting “work pods”.
- Evaluate performance of assigned staff based on agency policy, procedures, and practices.
- Receives and resolves employee concerns and/or grievances.
- Determines needs for and as necessary, initiates disciplinary actions.
- Review and approve employee timesheets and leave requests.
- Assigns and reviews work and provides feedback as necessary.

15% - N E - Develop, negotiate, and enter into contracts, grants and other agreements for large and high visibility ODE initiatives:

- Receive procurement requests that are sensitive in nature or are high optics to executive management or to the legislature.
- Determine appropriate procurement method; often used types include: Request for Quotes, Request for Grant Applications, Request for Proposals, Contracts, Grants, Interagency and Intergovernmental Agreements, Amendments and Change Orders.
- Collaborate with ODE business partners to develop scopes and statements of work, or programmatic planning.
- Develop solicitations, contracts, grants, and other agreements that comply with law, rule, and policy, and that appropriately mitigate risk.
- Obtain external advice and approvals as needed (e.g. Department of Justice (DOJ), Department of Administrative Services (DAS), Enterprise Information Services (EIS), Oregon State Library (OSL), etc.).
- Conduct solicitations using the state’s OregonBuys procurement system.
- Facilitate evaluation committees to review quotes, applications, and proposals; communicate evaluation results.
- Obtain signatures and route fully executed documents to appropriate parties.

10% - N E - Act as Designated Procurement Officer in Procurement Director’s Absence:

- Assigned temporary DPO authority in the absence of the DPO and when DPO is out of the office for an extended period of time.
- Act in place of DPO/Procurement Director and interface with Agency leadership regarding different procurement related items.

10% - N E - Legislative and Policy Analysis:

- Work with Operational Improvement Strategist, and Director of Procurement to track legislative concepts and initiatives that may have an impact on the operation of the procurement team.
- Evaluate administrative rules and draft revisions or new rules based on statute or changes in legislation. Review and revise administrative rule, policy and procedure manuals.
- Write background materials to support agency testimony. Work with Director of Procurement and Operational Improvement Strategist to coordinate and propose needed legislation or administrative rules.

5% - N NE - Other Duties As Assigned:

- Any special projects as assigned by the Director of Procurement

At All Times - N E - Customer Service:

- Responsible for treating customers, stakeholders, and co-workers with dignity and respect.
- Responsible to promote and foster a diverse and discrimination/harassment-free workplace.
- Establish and maintain professional and collaborative working relationships with all contacts.
- Contribute to a positive, respectful and productive work environment.

SECTION 4. WORKING CONDITIONS

Describe any on-going working conditions. Include any physical, sensory, and environmental demands. State the frequency of exposure to these conditions.

The work of this position is Fair Labor Standard Act exempt and frequently exceeds a 40-hour work week, often extending into evenings and weekends. Job duties may require in and out-of-state travel. Much of the work of this position must be accomplished within time-sensitive constraints. Subject to frequent interruptions. Carries state-issued mobile phone and is available to executive management team 24/7/365.

SECTION 5. GUIDELINES

List any established guidelines used in the position, such as state or federal laws or regulations, policies, manuals, or desk procedures.

- Architect and Engineer Project Manual
- BOLI Prevailing Wage Rate Handbook
- OAR 125 DAS Procurement Rules
- OAR 137 Attorney General Model Public Contracting Rules
- ORS 190 Intergovernmental Cooperation Statutes
- ORS 192 Records: Public Reports and Meetings
- ORS 244 Government Ethics Statutes
- ORS 279 Oregon Public Procurement Statutes
- OAR 581 Agency Administrative Rules and Guidelines
- ODE Procurement Procedures and Policies
- ODE SPOTS Card Policies and Procedures
- Oregon Accounting Manual
- OSHA Rules
- SFMS/ADPICS Training Manual
- Standard Conditions for Public Improvement

How are these guidelines used?

To administer procurement policy and operations and manage staff in a manner consistent will applicate laws, regulations, policies, and procedures.

SECTION 6. WORK CONTACTS

With whom, outside of co-workers in this work unit, must the employee in this position regularly come in contact?

Who	How	Purpose	How Often?
Agency Employee	In Person, by mail, email or telephone	Advise on procurement/contracting questions.	Daily
Agency Purchasing Agents, Program Analysts and other staff involved in procurement	In Person, by mail, email or telephone	To direct procurement process to satisfactory resolution.	Daily
Contractors/bidders proposers	In Person, by mail, email or telephone	Explain solicitation and contract requirements and resolve problems.	Daily
Department of Justice Staff Attorneys	In Person, by mail, email or telephone	Contracts issues, policies, procedures interpretations, discussion, clarification.	Regularly
Education Service Districts and School Districts, Department of Administrative Services State Procurement, and other community-based, non-profit, for-profit, or other government service provider	In Person, by mail, email or telephone	Contracts issues, policies, procedures interpretations, discussion, clarification of Administrative rules	Regularly
General public, Education, Enterprise Stakeholders	In Person, by mail, email or telephone	To address contract and project requirements and resolve amendments and addenda.	As Needed
Supplier sales staff	In Person, by mail, email or telephone	To assist vendor in relationship.	Regularly

SECTION 7. POSITION RELATED DECISION MAKING

Describe the typical decisions of this position. Explain the direct effect of these decisions.

Hires and directs staff. Poor decisions affect the quality and timeliness of procurement services and compliance with federal programs. Determines best practice in the use of procurement methodology and sourcing strategy, and evaluation models to use; considers market conditions to ensure stable resource flow; and makes determination of bid protests and contract issues. Sound decisions will result in requesting agency receiving a trouble-free, cost-effective solution to their request. Savings will be realized by the requesting agency.

SECTION 8. REVIEW OF WORK

Job Profile	Position ID	How	How Often	Purpose of Review
Procurement Manager 3	0000111	In Person, by mail, email or telephone	As Needed	Keep Director of Procurement informed of progress and discuss barriers; Performance Evaluation

SECTION 9. OVERSIGHT

What are the oversight activities for this position?

Plan Work
Assign Work
Approves Work
Responds to grievances
Disciplines and rewards
Coordinates schedules
Hires and discharges
Recommends hiring
Gives input for performance evaluations
Prepares & signs performance evaluations

SECTION 10. ADDITIONAL POSITION RELATED INFORMATION

List any knowledge and skills needed at time of hire that are not already required in the classification specification:

Employee must have a valid driver's license and a good driving record or must be able to provide an acceptable alternate method of transportation.

SECTION 11. BUDGET AUTHORITY

If this position has authority to commit agency operating money, indicate the following:

Operating Area	Biennial Amount	Fund Type
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SECTION 12. ORGANIZATIONAL CHART

See Organizational Chart (attach copy or view within Workday).

SECTION 13. SIGNATURES

Employee	Date
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Manager	Date
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Appointing Authority	Date
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