



State of Oregon Position Description

Company: Department of Administrative Services
Organization: Enterprise Goods & Services - DAS
Service Type: Excludable Unclassified

SECTION 1. POSITION INFORMATION

Job Profile Title:	Procurement Administrator 2	Job Profile ID:	Z7631
Business Title:	Chief Procurement Officer	Position ID:	000000009468
Employee Name:	Vacant	Company ID:	10700
Representation:	MESN	Budget Auth No:	11350
Location:	Salem DAS General Services Building		
Supervisor:	Satish Upadhyay (Deputy/Chief 3)		
Position:	Chief Procurement Officer		
Time Type:	Full Time		
FLSA:	Exempt		
Exempt Reason:			
Overtime Eligible:	No		
Employee Type:	Permanent		

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 Department of Administrative Services (DAS) is the central administrative agency that leads state government to implement the policy and budget decisions of the Governor and Oregon Legislature. Employing an enterprise-wide perspective, DAS serves state government by developing and upholding accountability standards to ensure productive and efficient use of state government's financial, human and information resources.

DAS provides a stable management infrastructure and essential business services including technology, financial, procurement, publishing/distribution, human resources and facility asset management. These services support and enable state and local government agencies to carry out their missions, benefiting all Oregonians.

DAS Procurement Services serves as the central purchasing authority for state government and establishes statewide procurement policy. It procures goods and services on behalf of state agencies and combines state, local governments, and other state's purchasing power to ensure the cost-effective acquisition of goods and services. It consults with and trains employee of state, local governments, and suppliers on the application of purchasing laws, rules, procedures and policies. It develops and administers a training & certification program and maintains a central eProcurement System to support statewide procurement activities.

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:

Develop, implement, and communicate a Procurement strategy to deliver maximum benefits to customers. Successfully evolve Procurement Services (Program) into a functionally excellent organization. Establish strong relationships and interact with other Department of Administrative (DAS) Policy functions, state agencies, Department of Justice, and other key stakeholders. The position will work closely with DAS Procurement Policy to determine, recommend and implement Statewide Procurement policies and legislation. This position determines resource allocations, budget, initiatives and Program priorities for Procurement Services. Key functional areas for Procurement Services include Strategic Sourcing, statewide Agency-specific purchasing, statewide Training and Certification, and the OregonBuys Procurement Information System. Through a staff of three subordinate managers, two Statewide Outreach positions, and one Operations and Policy Analyst, this position centrally oversees high volume, high dollar and/or high complexity purchasing for Goods, Services, Public Improvement and Information Technology for state agencies, public universities and colleges, local governments, and other public and non-profit agencies.

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.

35% - NC - E Program Oversight:

- Create and establish vision and direction for the Program.
- Assess key trends and identify broader impact on Program strategies.
- Establish strong and effective working relationships and interact within DAS, and with state agencies, Department of Justice, and other key stakeholders.
- Develop and ratify Program annual targets and key performance indicators.
- Drive Program activities in line with performance targets. Ensure that targets are met.
- Develop external professional links with procurement peers in comparable/relevant organizations such as NASPO, NIGP, and other state-based purchasing organizations.
- Ensure that procurement processes and practices are driven towards functional excellence and best practices.
- Develop and staff the organization.
- Ensure issue resolution where applicable on internal and external issues facilitative achievement of Program objectives.
- Establish statewide Procurement policy.
- Identify best practices and new approaches aimed at streamlining contracting processes and reducing timeframes for completion, process modernization, and other ways to improve processing of all contract needs.
- Prepares and implements biennial budgets for Procurement Services. Formulates appropriate funding model to finance the operations of the program. The funding model may include assessments, fees and rates to be charged to state and public agency users of service

30% - R - E Coordination and communication:

- As the enterprise Procurement subject matter expert, advises the Director of the Department of Administrative Services, other agency executives, and other state and local public officials.
- Communicate Program objectives and performance results within Program, the Division, and other key stakeholders.
- Addresses community organizations, professional organizations, national organizations, vendors, state agency heads, and other public agency officials on Procurement Service Program functions and policies.
- Leads or participates in task groups and task forces to resolve complex policy level procurement issues within a stakeholder framework. These workgroups are typically made up of management level public officials from within and outside state government, lobbyist, professional association representatives and others from outside state government that have an interest in the outcome of the group's work.
- Administers State of Oregon local government cooperative purchasing program, through which local governments and qualifying political subdivision from Oregon and Washington are able to purchase from state contracts consolidating high volume purchasing power and driving lower public agency pricing.

10% - R - E Supervision:

Provide leadership and direction for a diversified staff. Supervise, hire, monitor performance, develop, coach, discipline and provide direction to employees. Respond to and resolve employee grievances. Assign and plan work.

10% - NC - NE Director's Office, Legislative, or Audit Findings and Follow-up:

Responsible for implementing the mandates of the Director, enrolled legislation, and the results of audits, reviews, or other programs modifications. Reviews legislation impacting procurement, prepares testimony and manages the preparation of fiscal impact statements. Implements new and revised statutes as related to procurement programs. Reviews and implements results of internal and external audits, reviews, or other program modifications or recommendations

15% - NC - E Manages the activities Program support staff by creating and maintaining a high-performance environment characterized by positive leadership and a strong team orientation.

Establishes, monitors, and ensures adherence to appropriate Program standards and procedures. Develops and communicates goals to staff and prioritizes activities to be consistent with overall Procurement Service goals. Defines performance goals and/or required results at the beginning of the performance period and gains acceptance of ideas by creating a shared vision. Communicates regularly with staff on progress toward defined goals and/or required results, providing specific feedback and initiating corrective action when defined goals and/or results are not met. Confers regularly with staff to review employee relations climate, specific problem areas, and actions necessary for improvement. Recognizes contributions and celebrates accomplishments. Motivates staff to improve quantity and quality of work performed and provides cost-effective training and professional development opportunities.

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.

This position involves frequent contact with executives, management, and staff both internal and external to the organization. It requires working with a variety of people and situations, which requires the incumbent to exercise diplomacy. Confidentiality of information must be maintained at all times. This position requires the ability to work on multiple tasks simultaneously, sometimes within short time frames, and interface effectively with business partners. It requires maintenance of tight deadlines and close coordination of a large number of tasks. Often travel to meetings is required with some travel to trainings. There can be frequent interruptions, demanding timeframes, and non-traditional working hours. At times, weekend and evening work is required to meet customer demands and department deadlines. This position requires significant use of a computer and video-conferencing. Where an employee's duties can be successfully performed away from their central workplace, an employee is eligible for remote work, upon agency approval.

This position is suitable for remote work options.

There may be times that a position or an individual must be located full-time, on-site, within traditional business hours. Times when on-site presence can be required include but are not limited to training, performance, business alignment, accommodations, or resource availability.

To be eligible for remote work, staff must have a home workspace that meets all applicable technology, security and safety requirements including the ability to provide protection of confidential information. Staff are responsible for obtaining an appropriate broadband internet connection for working remotely.

Staff working remote shall:

- Meet all responsibilities and perform all duties as if their role was performed in a traditional work setting.
- Comply with all agency policies, guidelines, and management directives.
- Maintain a professional demeanor in the performance of all duties.
- Meet and maintain performance expectations.
- Be available each week during established work hours, as determined by the business need.

DAS is committed to diversity. Diversity efforts reinforce respectful treatment of others in the workplace. These efforts focus on identifying ways to work better together, reducing conflict by increasing understanding, improving collaboration, fostering teamwork, and increasing productivity and quality of services delivered by DAS. You are 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.

Working in a team-oriented environment requires participative decision making and cooperative interactions among staff and management. This includes maintaining regular and punctual attendance; performing all duties in a safe manner; and complying with all policies and procedures.

SECTION 5. GUIDELINES

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

- Oregon Revised Statutes
- Oregon Administrative Rules
- Oregon Attorney General Model Public Contract Rules Manual
- Court decisions related to contracting and purchasing practices
- COBIT Standards for Information Technology Acquisition
- North American Free Trade Agreement (NAFTA)
- World Trade Organization, General Procurement Agreement
- State Government Budget Instructions & Approved Budgets
- Interstate & Intergovernmental Agreements Regarding Purchasing & Contracting
- SEIU Collective Bargaining Agreement
- Specific Outcome-Based Performance Objectives Assigned By Supervisor

How are these guidelines used?

This position uses these written guidelines in making Procurement decisions or to set or recommend Procurement policy.

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?
DAS Director	In Person, by mail, email or telephone	High-level subject matter briefings, status reports on complex purchasing and contract management matters.	Regularly
Deputy Director	In Person, by mail, email or telephone	Collaborative setting of objective, assessing/advise/recommend courses of action.	Weekly
Governor's Cabinet, state agency heads, business managers, contracting officials.	In Person, by mail, email or telephone	Training, statute and rule updates, and interpretations. Consult and advise, Customer service visits.	Regularly
Justice Department Attorney General	In Person, by mail, email or telephone	Discussing/resolving legal questions regarding purchasing and contracting.	Regularly
Legislators, Legislative Committees, Legislative Staff	In Person, by mail, email or telephone	Budget-related sessions, supporting or opposing Legislation, explaining/interpreting/defending statutes and rules, testimony before Legislative Committees on procurement and contracting issues	Quarterly
Public agency heads and contracting officials, agency business managers	In Person, by mail, email or telephone	Training, trade shows, statute and rule updates, and interpretation and guidance. Purchasing policy guidance.	Daily
State CIO	In Person, by mail, email or telephone	Consultation on cross-functional issues relating to procurement and contracting.	Monthly

SECTION 7. POSITION RELATED DECISION MAKING

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

This position makes decisions regarding the direction, mission, and practices of the diverse units and functions within the Program; makes decisions regarding personnel issues which include hiring, work assignments, position classification, training, grievances, disciplinary actions, and dismissal. This position determines the budgetary requirements of the Program, commits and manages funds for capital outlay, personal services, and other contracts and supplies.

This position is responsible for the competitive and cost-effective state government purchasing and contracting processes. This position regularly evaluates the quality of services provided through meeting with senior staff, state and public agency officials, key stakeholders, vendors and legislators. Decisions made by this position are often those not covered by procedures and can involve millions of dollars. This position must stay abreast of policies, practices, make recommendations for award of contracts, resolution of vendor protests, and may testify on behalf of the state during contract disputes.

This position also makes policy decisions on the ORCPP program that impact all public agencies in Oregon participating in the program. These decisions can affect the efficiencies of the public agency when accessing the benefits of the program. These decisions can cost participating political sub-divisions millions of dollars.

This position has delegated authority from the Director to meet statewide outsourcing business needs by procuring and overseeing

contracts for goods and trade services, public improvements and public works, maintenance, Architectural & Engineering (A&E), and personal services. Poor decisions can result in excessive costs to the state, litigation and negative public perception. Good decisions, preliminary staff work and effective negotiating skills can result in significant savings to the state on the order of many millions of dollars. Because of the sensitivity of the issues involved with these decisions and the high consequences of these decisions, interaction often takes place with members of the legislature and interest groups before, during and after decisions regarding this program.

SECTION 8. REVIEW OF WORK

Job Profile	Position ID	How	How Often	Purpose of Review
Deputy Chief 3	3070161	In Person, by mail, email or telephone	Quarterly	Performance Evaluation
Deputy/Chief 3	3070161	In Person, by mail, email or telephone	Weekly	Regular check ins; Review and progress of work

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	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:

This position is subject to a criminal records check, which may require fingerprints. If you are offered employment, the offer will be contingent upon the outcome of a criminal records check (FBI). Any history of criminal activity will be reviewed and could result in the withdrawal of the offer or termination of employment.

You are 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; maintain regular and punctual attendance; perform all duties in a safe manner; and comply with all policies and procedures. Working in a team-oriented environment requires participative decision making and cooperative interactions among staff and management. You are to be aware of Affirmative Action and the department's Diversity strategies and goals.

This position meets the unclassified service criteria in ORS 240.205(4) and is a principal assistant that manages the agency's Procurement Services, a major agency organizational component. The position reports directly to the DAS Deputy Director, a Deputy as defined under ORS 240.205(4), which is an executive of the agency. As such, pursuant to ORS 240.205(4), this position has the approval of the Director of Department of Administrative Services to be placed in unclassified service (DAS CHRO Policy 30.000.01) and serves at the pleasure of the agency appointing authority. This appointment may be terminated at any time (DAS CHRO Policy 40.035.01).

SECTION 11. BUDGET AUTHORITY

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

Operating Area	Biennial Amount	Fund Type
Procurement Services	Up to its biennial fiscal limitation set by the Legislative Assembly	Other

SECTION 12. ORGANIZATIONAL CHART

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

SECTION 13. SIGNATURES

Employee

Date

Manager

Date

Appointing Authority

Date