



STATE OF OREGON
POSITION DESCRIPTION

Position Revised Date:
April 2026

This position is:

- Classified
Unclassified
Executive Service
Mgmt. Svc - Supervisory
Mgmt. Svc - Managerial
Mgmt. Svc - Confidential

Agency: The Department of Administrative Services

Facility: Enterprise Good and Services

New Revised

SECTION 1. POSITION INFORMATION

Table with 2 columns and 10 rows (a-j) containing classification details like Title, No., Working Title, PPDB No, Section Title, Agency No, Employee Name, Budget Auth No, Supervisor Name, Repr. Code, and Work Location.

Table for position type: Permanent, Seasonal, Limited Duration, Academic Year, Full-Time, Part-Time, Intermittent, Job Share.

Table for FLSA status and overtime eligibility: Exempt/Non-Exempt, Executive/Supervisory, Administrative, Professional, Computer, Eligible for Overtime (Yes/No).

SECTION 2. PROGRAM AND POSITION INFORMATION

a. Describe the program in which this position exists. Include program purpose, who's 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.

To accomplish its mission, DAS partners with private enterprise, citizens, customer service boards and other governmental entities to ensure efficient and effective delivery of government services. The office of the Chief Operating Officer ("COO"), a central component of DAS, unites statewide solutions through team leadership.

jurisdictional and agency boundaries with a goal of achieving transformative, long-term change and developing an agile organization that is able to meet current and future challenges.

To accomplish its mission, DAS State Procurement Services (DAS SPS) serves as the central purchasing authority for state government, leveraging the combined purchasing power of state agencies, local governments, and partner jurisdictions to ensure the cost-effective acquisition of goods and services through an enterprise-wide perspective. Under the leadership of the State Chief Procurement Officer, DAS SPS provides statewide strategic procurement leadership by establishing and upholding procurement policies, procedures, and ethical standards that promote transparency, accountability, and value in public expenditures. DAS SPS manages approximately 450 statewide price agreements for commonly needed goods and services. DAS SPS administers the OregonBuys system, the state’s central eProcurement system, to streamline and standardize procurement activities, and conducts procurements on behalf of agencies. In addition, DAS SPS consults with and trains employees of state and local governments and suppliers on procurement laws, rules, procedures, and best practices. DAS SPS develops and delivers statewide procurement training and certification programs to support consistent, compliant, and effective procurement across Oregon.

**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:**

The primary purpose of this position is to manage the formal competitive procurement process for the State of Oregon Governor’s Office, state agencies, boards, and commissions. SPAs conduct complex procurements and develop statewide price agreements for the acquisition of supplies and services, managing the process from initial request through solicitation development, evaluation, award, contract execution, and ongoing contract administration. This position provides expert guidance, leadership, and technical competency in the development, execution, and oversight of procurements and contracts that support statewide programs, major business functions, information technology systems, and enterprise initiatives.

SPAs ensure fairness, transparency, competition, equity, and compliance in public purchasing. Their work directly influences statewide spending, vendor relationships, procurement outcomes, and agency mission success. Through this work, the SPA ensures that procurements reflect legal requirements, agency needs, statewide policy goals, and best value for the public.

**SECTION 3. DESCRIPTION OF DUTIES**

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.

% of Time	N/R/NC	E/NE	DUTIES
60%	R	E	<p><b>Solicitation and Procurement</b></p> <p>Evaluate purchase requests, specifications, statements of work submitted by client agencies and determine/apply appropriate solicitation methods; assess contract risk; define advertising formats, insurance requirements, and compensation methods; prepare procurement timelines; ensure compliance with federal and state laws, rules, and policies; and use strategic, fact based sourcing methods that consider total cost of ownership (TCO), organizational goals, customer needs, market conditions, benchmarks, and statewide demand.</p>

			<p>Prepare and coordinate procurement timelines to meet the business partner’s delivery time. Consult with client agencies or sourcing team members concerning the development of statement of work, procurement methodology, deliverables, payment, terms and conditions, contractor availability, schedule, and contract administration.</p> <p>Lead full-cycle procurement activities by developing sourcing strategies and conducting the appropriate solicitation method—including Requests for Proposals (RFPs), Requests for Qualifications (RFQs), Invitations to Bid (ITBs), Requests for Information (RFIs), Intermediate Procurements, Special Procurements, Sole-Source Procurements, and Emergency Procurements.</p> <p>Conduct pre-bid conferences, respond to vendor inquiries, manage addenda, and address protests or disputes. Lead cross functional teams through pre bid and preproposal activities, bidder and proposer inquiries, issuance of addenda, vendor demonstrations, proposal evaluations, protest reviews, award recommendations, and development of contractual provisions that minimize State risk; guide evaluation committees to ensure fair, equitable, and defensible solicitation outcomes.</p> <p>Develop and execute negotiation strategies—including negotiations of contract terms, pricing, delivery, freight, lead times, maintenance/service requirements, and final contract language—consult with the Attorney General’s Office on legal issues, prepare protest related briefing documents for management, finalize and route contract documents for execution, and ensure accurate entry of all procurement data into the State’s electronic procurement system.</p> <p>Build and manage statewide price agreements and multi-state cooperative contract.</p> <p>Analyze cost, quality, and delivery across suppliers; benchmark industry trends to define best-value sourcing.</p>
25%	R	E	<p><b>Contract Administration</b></p> <p>Evaluate contractor performance or quality of services during the life of the contract or statewide price agreement. Perform Contract Administration responsibilities for agency specific or statewide contracts/agreements within your book of business. Renew contracts after review from agency(s), as needed, and attain mutual agreement between client agency and supplier. Prepare contract amendments, extensions or change orders ensuring compliance with original solicitation and contract requirements.</p> <p>Review supplier/agency/user complaints concerning a specific procurement and/or contract problems affecting contract efficiency. Collaborate with management and agency customers/clients to decide on corrective action(s). Resolve conflicts between supplier and client agencies to optimize the supply network. Research alleged contract violations working to a proper resolution. Represent state agencies when supplier problems exist.</p>

			<p>Audit and substantiate contractors' costs utilizing industrial benchmarks. Develop and maintain contract tracking or reporting procedures.</p> <p>Compile contract and process status reports. Maintain business relationships with both agency and supplier. Ensure contract files are maintained according to internal procedures and policies. Analyze contractor and agency reported contract data and compile written reports for legislative review.</p>
10%	R	E	<p><b>Procurement Consultative Assistance</b></p> <p>Conduct peer reviews and work collaboratively with co-workers and management to ensure best practices. Explain and advise staff on state contracting laws, rules, regulations, operating policies, procedures and ethics. Explain contract process or terms to contractors and agencies. Support the training team in the design, and conduct procurement workshops, training, seminars, and presentations as a subject matter expert. This includes writing speeches, preparing visual aids; handouts; and delivering presentations to agency and vendor groups. Participate in statewide committees to establish and improve specifications, standards, procedures and policies.</p> <p>Actively participates and coordinates communications with Procurement Services Local Government Coordinator and with local government entity representatives. Assist with and lead Procurement Services involvement in various local government programs including development of marketing activities to strengthen these cooperative relationships, and Procurement Services statewide Price Agreement book of business. When applicable actively pursue and involve local government representatives in the development of statewide Price Agreement solicitations.</p> <p>Actively participates in committees to cultivate agency and vendor participation in establishing and improving specifications, standards, procedures and policies. Participate on cross functional teams to develop administrative rules, policies, procedures, and templates for state agency use.</p> <p>Actively participate on teams and/or lead process improvement activities and the any Procurement or Government Improvement Initiative. Research market data, and lead work committees to plan and implement state procurement initiatives.</p> <p>Evaluate and coordinate public records requests for Public Contract Review. Determine the validity of request and prepare the documentation as required by management. Provide written reports of findings to management as required.</p> <p>Work with publications staff to publish pamphlets and web pages that explain the procurement process for statewide price agreements or contracts.</p>
5%	NC	NE	Other duties as assigned.

## 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. 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 of Monday through Friday between 6 a.m. and 6 p.m. Pacific Time, as determined by the business need. The employee's work shift is to be captured in Workday.

Requires extended time working at a computer terminal with frequent use of common office technology, including phones, computers, printers, copy machines, fax machines, etc. Work may include long periods of sitting and standing. May require occasional work beyond normal working hours to meet short timelines and heavy workload. Telework options are available.

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**

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

- DAS Policies and Processes
- Statewide Policies and Procedures
- Oregon Revised Statutes
- Oregon Administrative Rules
- Attorney General’s Model Public Contracting Rules
- State Purchasing and Accounting Policy
- Section Operating Procedures, and Policies
- Delegation of Authority
- BOLI Requirement
- Issued Procurement Performance Audits
- Performance Measurements Standards
- Strategic Sourcing Methodologies

**b. How are these guidelines used?**

These guidelines clearly define the operating parameters of statewide procurement activities and the latitude, which may be exercised by the incumbent in fulfilling their duties.

**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 Contacted	How	Purpose	How
Governor’s Office, Division staff, state agency, Commissions and Boards, purchasing agents, program analysts and other staff involved in procurement	In person, by phone, by written media	Coordinate agency requirements for consultant assistance and with procurement actions	Frequently
Other governmental agency purchasing agents, program analyst, and other staff involved in procurement	In person, by phone, by written media	To assist with procurement process to satisfactory resolution	Frequently
Vendors	In person, by phone, by written media	To assist with procurement process to satisfactory resolution	Frequently

Consultants/contractors	In person, by phone, by written media	Provide contracting information and debrief	Frequently
DOJ/Assistant Attorney Generals	In person, by phone, by written media	To assist in legal sufficiency review, final contract Negotiations, ORS & OAR interpretation, and contract administration issues	Frequently
Public: Concerned citizens, ORCPP members	In person, by phone, by written media	To interpret and explain policies and procedures, answer questions, justify actions	Frequently

## SECTION 7. POSITION RELATED DECISION MAKING

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

Makes decisions regarding the legal aspects of public purchasing as well as cost, quality, and availability of goods and services.

Provides consultation to Agency and contractor staff to ensure compliance with appropriate rules, laws, policies, and procedures, while ensuring that the Agency's business needs are achieved (i.e., obtain best products and services from the most qualified contractors at least cost).

Makes solicitation awards based on related specifications and drawings, and applicable procurement laws, policies, and guidelines, on a daily basis.

Determines, with agency input, the best procurement and solicitation methodology, which evaluation criteria to use, determines, with evaluation committee, that Bidder/Proposer is most qualified at best value and meets requirements, determines supplier base to solicit proposals from, compares qualifications and proposed solutions to determine proposer responsiveness for best value and qualifications. Sound decisions will result in requesting agency receiving trouble free best value solutions to their request. The requesting agency will realize cost effective and/or best value solutions to complex projects. Evaluates complaints/protests regarding products and services and recommends appropriate action to be taken.

Errors in judgments or decisions could be harmful or detrimental to the operational effectiveness of the department and could result in significant material and monetary loss and legal litigation.

## SECTION 8. REVIEW OF WORK

**Who reviews the work of the position?**

Classification Title	Position Number	How	How Often	Purpose of Review
Procurement Manager 3	00000032865/ 0400813	In person, virtual and in writing	As required	To review work is completed as assigned
		In person, virtual and in writing	Quarterly	Performance evaluation

**SECTION 9. OVERSIGHT FUNCTIONS THIS SECTION IS FOR SUPERVISORY POSITIONS ONLY**

- a. How many employees are directly supervised by this position? \_\_\_\_\_  
How many employees are supervised through a subordinate supervisor? \_\_\_\_\_
- b. Which of the following activities does this position do?
- |  |   |
|--|---|
| <input type="checkbox"/> Plan work               | <input type="checkbox"/> Coordinates schedules                    |
| <input type="checkbox"/> Assigns work            | <input type="checkbox"/> Hires and discharges                     |
| <input type="checkbox"/> Approves work           | <input type="checkbox"/> Recommends hiring                        |
| <input type="checkbox"/> Responds to grievances  | <input type="checkbox"/> Gives input for performance evaluations  |
| <input type="checkbox"/> Disciplines and rewards | <input type="checkbox"/> Prepares & signs performance evaluations |

**SECTION 10. ADDITIONAL POSITION-RELATED INFORMATION**

**ADDITIONAL REQUIREMENTS:** 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.

**Additional skills, abilities and requirements:**

- Employee is required to possess and maintain a valid driver’s license issued by the state where the employee resides or provide an acceptable alternate mode of transportation.
- Requires extensive knowledge of procurement principles, ethics, laws, policies and guidelines used in the state of Oregon procurements, and proven ability to analyze and apply them as appropriate. This person interprets rules when needed.
- Requires ability to analyze and negotiate contracts to meet requirements of statutes and rules in a consistent manner. Must be able to prepare contracts that are contractually sound.
- Requires significant knowledge of bid/quotation criteria and processes. The ability to analyze bids and quotations and apply evaluation criteria, statutes and rules in a consistent manner.
- Must be able to research and synthesize information, and to summarize into concise, easily understood documents.
- Ability to prioritize, organize and coordinate a variety of purchasing programs or projects simultaneously.
- Must be able to effectively communicate orally and in writing.
- Requires the knowledge and skills to use a computer and word processing software for purchasing functions.

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

Operating Area	Biennial Amount (\$00000.00)	Fund Type

### SECTION 11. ORGANIZATIONAL CHART

Attach a current organizational chart. Be sure the following information is shown on the chart for each position: classification title, classification number, salary range, employee name and position number.

### SECTION 12. SIGNATURES

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Appointing Authority  
Signature

\_\_\_\_\_  
Date