



STATE OF OREGON
POSITION DESCRIPTION

Position Revised Date:
September 2025

Agency: The Department of Administrative Services

Division: Enterprise Goods and Services

[X] New [ ] Revised

This position is:

- [ ] Classified
[ ] Unclassified
[ ] Executive Service
[X] Mgmt Svc – Supervisory
[ ] Mgmt Svc – Managerial
[ ] Mgmt Svc - Confidential

SECTION 1. POSITION INFORMATION

Form fields for Section 1: a. Classification Title: Procurement Manager 2; b. Classification No: X7634; c. Effective Date; d. Position No: 2700080; e. Working Title: eProcurement Program Mgr; f. Agency No: 10700; g. Section Title: EGS – Procurement Services; h. Budget Auth No: 1446712; i. Employee Name; j. Repr. Code: MMS; k. Work Location (City – County): Salem - Marion; l. Supervisor Name: Stephen Nelson; m. Position: [X] Permanent, [ ] Seasonal, [ ] Limited Duration, [ ] Academic Year, [X] Full-Time, [ ] Part-Time, [ ] Intermittent, [ ] Job Share; n. FLSA: [X] Exempt, [ ] Non-Exempt; If Exempt: [X] Executive, [ ] Professional, [ ] Administrative; o. Eligible for Overtime: [ ] Yes, [X] 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.

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.

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. The COO office coordinates work teams and initiatives that cross 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.

DAS State Procurement Services (SPS) provides enterprise-wide policy leadership necessary to maintain a reliable eProcurement System that satisfies the procurement statutes and rules for statewide procurement activity and the reporting to support and track spend across the enterprise. The DAS SPS eProcurement Program manages the state’s procurement system that aims to incorporate procurement, requisitions, receiving and invoicing into one system.

**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:**

This role will manage the state of Oregon’s procurement system. The eProcurement Manager is responsible for evaluating the current procurement and contract management system used across the state, identifying functional and non-functional components, and leading a comprehensive initiative to design and implement a modern, efficient, and user-centered procurement system. This role serves as a strategic architect and project leader, ensuring the new system meets the needs of both state agencies and the vendor community.

The role will report to the State Chief Procurement Officer and will need to forge strong relationships with the state’s procurement professionals, the vendor community, and local governments and other partners that rely on the procurement system. The role also leads a group of five people to deliver an efficient, clear, and effective procurement system. Decisions in this role have a significant and profound impact on tracking the expenditures and contractual obligations of the state.

**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
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*Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit “Enter”.*

70%	N	E	<p><b>Strategic Leadership</b> Provide decisive leadership and strategic direction for the procurement system.</p> <p><b>System Assessment and Analysis</b></p> <ul style="list-style-type: none"> <li>• Conduct a comprehensive review of existing procurement and contract management systems, including workflows, technologies, integrations, and user experiences.</li> <li>• Identify which components are functioning effectively and which are outdated, redundant, or failing to meet operational needs. Work with project manager, team leads, and/or vendors on component patches.</li> <li>• Engage with procurement professionals, IT teams, vendors, and agency leadership to gather insights and document system pain points.</li> </ul>
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			<p><b>Strategic Design and Project Leadership</b></p> <ul style="list-style-type: none"> <li>• Develop a strategic plan to modernize the procurement system, including scope, objectives, milestones, budget, and resource allocation.</li> <li>• Lead a cross-functional project team to design and implement a cohesive system that supports statewide procurement goals and vendor engagement.</li> <li>• Ensure the new system aligns with state procurement policies, legal requirements, and digital transformation initiatives.</li> </ul> <p><b>Performance Monitoring and Continuous Improvement</b></p> <ul style="list-style-type: none"> <li>• Define performance metrics and success criteria for the new system.</li> <li>• Monitor implementation progress and post-launch performance, making iterative improvements based on feedback and data.</li> <li>• Promote a culture of innovation, accountability, and continuous improvement in procurement practices.</li> </ul> <p><b>Management</b></p> <ul style="list-style-type: none"> <li>• This position supervises a team and, oversees recruitment, hiring, training, scheduling, task assignment, performance evaluation, and all personnel actions.</li> </ul>
10 %	R	E	<p><b>Stakeholder Engagement</b></p> <ul style="list-style-type: none"> <li>• Facilitate collaboration across agencies, departments, and external partners to ensure system design reflects diverse needs and priorities.</li> <li>• Communicate project vision, progress, and outcomes to executive leadership, procurement staff, and vendor representatives.</li> <li>• Establish and maintain strong relationships with DAS-EIS and key partners (ODOT, ODHS, DOC, ODE, etc.) through consistent and strategic communication.</li> <li>• Lead presentations to internal and external stakeholders to foster engagement, adoption, and operational efficiencies.</li> <li>• Deliver timely and accurate reports and data to stakeholders, proactively managing both scheduled and ad hoc requests.</li> </ul>

			<ul style="list-style-type: none"> <li>• Represent the program by providing testimony to legislators and briefing partner groups to promote transparency and informed decision-making.</li> </ul>
10%	N	E	<b>Vendor Management</b>
			<ul style="list-style-type: none"> <li>• Procure and implement new components of the procurement system to enhance functionality and meet evolving program needs.</li> <li>• Monitor quarterly release activities from the current eProcurement vendor to ensure alignment with contractual obligations and program objectives.</li> <li>• Identify system and operational issues, delegate resolution tasks to appropriate staff, and escalate unresolved matters to DAS SPS leadership and the vendor’s executive team for resolution.</li> <li>• Develop and propose actionable solutions to ensure vendor performance remains consistent with contract terms, and follow through to confirm resolution and compliance.</li> <li>• Make informed, management-level decisions regarding contract modifications, enforcement actions, and disposition of vendor-related issues.</li> </ul>
10%	N	NE	<b>Special Projects or Other Duties as Assigned</b>
			<ul style="list-style-type: none"> <li>• Ad-hoc duties in support of program goals or objectives as directed by CPO.</li> </ul>

#### **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.

This position is suitable for remote work options but is a hybrid position. Work can be accomplished remotely and at the central workplace in an office or cubicle work environment.

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.

## SECTION 5. GUIDELINES

**b. 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
- Oregon Revised Statutes
- Statewide Policies and Procedures
- State rules and statutes
- DAS administrative rules
- DAS strategic plans, mission, values, goals
- Delegation of Authority
- BOLI Requirement
- Project Management Body of Knowledge (PMBOK)
- Project related/procurement related policies and procedures

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

Develops program policies and procedures and implements accordingly. Ensures program work is in compliance with current guidelines, policy and procedure. Guidelines are used to ensure compliance with state and agency policy and procedure. They provide general guidance and policy direction and framework to the incumbent who must interpret and apply them as necessary for each application. Assures compliance with correct rules and procedures in performing daily work assignment.

## 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 Often?
DAS SPS Leadership	Person/phone/writing	Strategic and Tactical planning, Exchange information, Review program	Weekly

*Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".*

		priorities, Contribute recommendations, Identify and evaluate deliverables	
DAS Procurement Services and Shared Financial Services	In person, by phone, email, in writing	Gathering requirements and implementing solutions	Daily
All levels of management and staff in all state agencies plus vendors doing business with the State	In person, by phone, by E-mail, in writing	Meet and discuss problems, and plan for future requirements/manage technical staff.	As needed
Statewide partners and interested parties	In person, by phone, email, in writing	Communicate program goals, plans and solutions; discuss interpretation and clarification of policy and budget issues; respond to inquiries.	As needed

## SECTION 7. POSITION RELATED DECISION MAKING

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

This position is responsible for the planning, development and management of the State eProcurement procure to pay solution. This position makes all program related decisions on the eProcurement program. Poor decisions may result in agency use issues, system functionality issues, inability for agencies to conduct procurement as statutorily required, embarrassment to DAS for failed projects and loss of trust in the agency, as a whole.

### Typical decisions:

- Creating and oversight of strategic direction of eProcurement program.
- Approve strategies for eProcurement program operation.
- Decisions and recommendations on eProcurement program.
- Personnel management recommendations related to staff management, planning, training, recruitment, hiring, assignment of work.
- Decisions on appropriate cost/effective enhancements and system fixes.
- Review and approval of system related decisions that add to the efficiency or functionality of the system.

## SECTION 8. REVIEW OF WORK

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

Classification Title	Position Number	How	How Often	Purpose of Review
Procurement Administrator 2	000000009468 / 4003403	In Writing, Person, Phone	Weekly reviews of program objectives.	Ensure daily operational and business system support needs are met and/or resolved.
Procurement Administrator 2	000000009468 / 4003403	In Writing, Person, Phone	Quarterly	Performance evaluation

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

- a. How many employees are directly supervised by this position? 5  
How many employees are supervised through a subordinate supervisor? 0
- b. Which of the following activities does this position do?
- |   |  |
|---|--|
| <input checked="" type="checkbox"/> Plan work               | <input checked="" type="checkbox"/> Coordinates schedules                    |
| <input checked="" type="checkbox"/> Assigns work            | <input checked="" type="checkbox"/> Hires and discharges                     |
| <input checked="" type="checkbox"/> Approves work           | <input checked="" type="checkbox"/> Recommends hiring                        |
| <input checked="" type="checkbox"/> Responds to grievances  | <input checked="" type="checkbox"/> Gives input for performance evaluations  |
| <input checked="" type="checkbox"/> Disciplines and rewards | <input checked="" 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 for this position:**

- Program/Project Management
- Business process redesign
- State business systems and procedures
- Statistical analysis
- Management practices and principles
- Team management and personnel procedures
- Project/initiative governance
- MS Excel, Word, and PowerPoint
- Legislative Processes

Additionally, the position requires the ability to communicate verbally and in writing with stakeholders of varying competency levels. General skills and knowledge of program management, performance management and managing a project or program office, technical material, adult learning, group process, and coaching/consulting skills. Must have coaching/consulting skills that demonstrate the ability to communicate with words, attitudes and actions consistent with improved behavior and/or job performance on the part of subordinates and others involved with transformation.

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

Operating Area	Biennial Amount (\$00000.00)	Fund Type
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**Note:** If additional rows of the below table are needed, place curser at end of a row (outside table) and hit "Enter".

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### 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