



STATE OF OREGON
POSITION DESCRIPTION

Position Revised Date:
5/22/25

This position is:

- ☐ Classified
☐ Unclassified
☐ Executive Service
☒ Mgmt Svc – Supervisory
☐ Mgmt Svc – Managerial
☐ Mgmt Svc - Confidential

Agency: Oregon Housing and Community Services

Division: Central Services Administration

☐ New ☒ Revised Workday ID: 000000111693

SECTION 1. POSITION INFORMATION

a. Classification Title:	Procurement Manager 2	b. Classification No:	7634
c. Pos Etab Date:	08/01/90	d. Position No:	0001640
e. Working Title:	Grants & Procurement Services Manager	f. Agency No:	91400
g. Section Title:	Grants & Procurement Services	h. Budget Auth No:	1376798
i. Employee Name:	Vacant	j. Repr. Code:	MMS
k. Work Location (City – County): Salem – Marion County/Hybrid			
l. Supervisor Name (Optional):			

m. Position:	<input checked="" type="checkbox"/> Permanent	<input type="checkbox"/> Seasonal	<input type="checkbox"/> Limited Duration	<input type="checkbox"/> Academic Year
	<input checked="" type="checkbox"/> Full-Time	<input type="checkbox"/> Part-Time	<input type="checkbox"/> Intermittent	<input type="checkbox"/> Job Share

n. FLSA:	<input checked="" type="checkbox"/> Exempt	If Exempt:	<input checked="" type="checkbox"/> Executive	o. Eligible for Overtime:	<input type="checkbox"/> Yes
	<input type="checkbox"/> Non-Exempt		<input type="checkbox"/> Professional		<input checked="" type="checkbox"/> No
			Administrative		

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.

Oregon Housing and Community Services (OHCS) provide stable and affordable housing, and engages leaders to develop integrated statewide policy that addresses poverty and provides opportunity for Oregonians. OHCS's vision for the state is that all Oregonians have the opportunity to pursue prosperity and live free from poverty.

OHCS' Operations Division is comprised of sections that support the agency to achieve its mission. This includes grants & procurement services, information systems, project management, and business operations services. Work performed in this division ensures equity, accountability, transparency, stewardship, and security of state resources.

The Grants & Procurement Services section (formerly the Procurement & Grants Compliance section) provides procurement, grant, and contracting support services to all agency divisions. This section develops and ensures that all grant agreements and public contracts comply with sourcing and award requirements contained in applicable state and federal regulations and serves as the agency's trusted guide to navigate the grant and procurement landscape.

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 provide professional, efficient, and catalytic leadership and support to ensure the continuity, development, coordination, and execution of the agency's procurement operations. This position reports directly to the Assistant Director of Grants & Procurement.

This position carries out the goals and objectives of the Oregon Housing and Community Services Department through the management and supervision within the Grants & Procurement Services Section in the coordination, development, execution, and monitoring of the Department's procurement and grants functions. This position provides expertise, direction, technical advice, training, and mentorship to the agency's leadership, managers, and staff regarding contract and procurement activities.

This position serves as a member of the OHCS management team as a manager of the Grants & Procurement Services section overseeing the workload for staff, collaborating with other sections within OHCS, and partnering with program areas to ensure all procurement, contract and grant needs are met.

This position is responsible for fulfilling the agency's affirmative action, diversity, equity, and inclusion goals and responsibilities.

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
50	R	E	Procurement Management Responsibilities/Oversight Procurement management responsibilities related to the planning, development, execution, and compliance with governing laws, rules, and policies for the Department's contracts, agreements, procurement of goods and services, travel, and associated reporting, including but not limited to: <ul style="list-style-type: none"> ○ Serve as an Agency expert in the development of procurement documents, assuring compliance with all legal requirements. ○ Provide management with technical guidance and application of state, local, and federal rules and regulations, and Agency policies, procedures and guidelines. ○ Serve as a signature authority for approving and signing Agency contract documents. ○ Manage relationships with DAS Procurement Services, DAS Risk Management, Enterprise Information Services, Department of Justice, Department of Treasury, contract administrators, and vendors. ○ Identify, implement, train, and utilize automated tools and resources to facilitate the efficient and effective delivery of contract and procurement services to Agency. ○ Develop and implement policies and procedures and disseminate information to agency staff.

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

			<ul style="list-style-type: none"> ○ Oversee the development and Implementation of the Department's procurement management and contract administration program including policies and procedures. Develop and implement associated training programs in alignment with applicable rules, regulations, policies, and procedures. ○ Vet and solicit feedback from OHCS management team and executive leadership on Agency contract and procurement policies and procedures and develop training to meet staff needs. ○ Develop and implement administrative controls, standard reporting and analysis of procurement and contracting practices, collaborating with appropriate stakeholders to address identified deficiencies.
45	R	E	<p>Procurement Section Management/Supervision</p> <ul style="list-style-type: none"> ○ Manage and supervise staff of professional and technical level positions who perform central contracting, procurement, and grant functions to Agency. ○ Assist with Recruitment, hiring, onboarding, and monitoring staff performance. ○ Handle personnel issues, including initiating performance and disciplinary actions. ○ Respond to and resolve employee grievances and complaints. ○ Assign, review, and adjust workload within section staff to effectively and efficiently utilize available staff capacity. ○ Support and promote efforts to improve the quality and diversity of the agency's workforce. ○ Analyze potential impacts of proposed policy, regulatory rule or procedural change to ensure sufficient resources are available to implement change effectively. ○ Evaluate agency priorities and realign assigned projects as necessary to accomplish high-priority needs. ○ Ensure accuracy, completeness, and timeliness of agency responsibilities for statewide initiatives relating to contracts and procurement. ○ Schedule and participate in section meetings and disseminate information, the development of process/procedures, and expectations. ○ Ensure all section staff, co-workers, internal customers, and stakeholders treat each other with dignity and respect.
5	R	E	<p>Other Duties:</p> <ul style="list-style-type: none"> ○ Participate in work teams, committees, special projects, or statewide initiatives, as directed. ○ Assist in the development of agency's affirmative action, diversity, equity, and inclusion goals and responsibilities. ○ Maintain a professional attitude and inclusive work environment where staff can thrive, succeed, and feel valued in their work. <p>Communication, Collaboration, Engagement</p> <ul style="list-style-type: none"> ○ Promote, support, and exemplify communication and collaboration between all involved parties. ○ Support agency management team and executive leadership to assist in achieving contract, procurement, and grant operations outcomes that support their division and section goals and objectives. ○ Support the Senior Procurement manager and the Chief Operations Officer in meeting CSD commitments to its customers and the agency's mission.
100			

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 functions in a highly visible, highly productive, fast-paced environment. The person must be able to produce quality work on multiple projects, sometimes with rigid and competing deadlines, with frequent interruptions. Duties are generally performed in a cubicle office design or remote location, which may result in on-going audible distractions.

This position has daily contact with agency executive leadership, management, co-workers, customers, partners, and federal and state governments, and other entities. The position has extensive contact with staff in Operations Division. All communications require care in order to maintain and constantly improve relationships with internal and external customers, stakeholders, and peers; and must deal with customers in a calm and courteous manner.

Requires extended time working at a computer with frequent use of common office technology. Work may include long periods of sitting and/or standing. Normal office hours are standard; however, circumstances may require working a flexible schedule or additional hours or both to meet deadlines, especially during unit, section, or agency-wide initiatives and projects, or during trainings that require the individual to operate under pressure during what may be a real or perceived emergency. Occasional in-state and out-of-state travel may be required.

This position involves frequent contact with Department executives, senior managers, and program staff through in-person contact, written documents, email, and over the telephone. This position presents information, analysis, findings, and recommendations, facilitates meetings and trainings, and recommends and sets policy and procedural changes and/or legislative changes. This position may have contact with representatives from other state and federal agencies to obtain information, share information, and collaborate on legislative, operational, regulatory, and policy matters. This position may also have contact with external parties to explain internal processes, policy, 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.

Collective Bargaining Agreements	DOJ Model Rules
DAS Administrative Rules	Oregon Accounting Manual
Various Federal Rules and Regulations	OHCS Administrative Rules
DAS Policies and Procedures	OHCS Policies and Procedures
Oregon Revised Statutes and Chapter Laws	

b. How are these guidelines used?

These guidelines provide general guidance, policy direction, and framework to the employee who must interpret and apply them as necessary to perform their functions. Knowledge of these guidelines is used to make recommendations to Department executives, managers, and staff to maintain conformity, continuity, efficient, and effective operations of the agency. These guidelines may be adapted, as allowable, to agency-specific circumstances in response to unprecedented problems or issues.

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?
<i>Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".</i>			
Executive Leaders and Management	Verbal, written, video, in person	To inform, consult, and advise leadership and management, to coordinate communication, strategies, projects, and information, including program and personnel management.	Daily
Department employees	Verbal, written, video, in person	To inform, consult, and advise employees, to coordinate communication, strategies, projects, and information.	As needed
Federal Agencies	Verbal, written, video, in person	To inform, consult, and advise employees and leadership, to coordinate communication, strategies, projects, and information.	As needed
Legislative, Judicial, and Executive branches of the State	Verbal, written, video, in person	To inform, consult, and advise employees and leadership, to coordinate communication, strategies, projects, and information.	As needed
Tribal and other Governmental entities	Verbal, written, video, in person	To inform, consult, and advise employees and leadership, to coordinate communication, strategies, projects, and information.	As needed
General Public, Labor Unions	Verbal, written, video, in person	To inform, consult, and advise employees and leadership, to coordinate communication, strategies, projects, and information.	As needed

SECTION 7. POSITION RELATED DECISION MAKING

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

This position makes decisions relating to the agency's contract and procurement methods, bids, proposals, and operations to ensure the best value is achieved for the expenditure of funds and makes recommendations to managers on the interpretation of federal, Department, and statewide procurement policy, procedures, and execution. Applies a high level of contracts and procurement policy and technical knowledge and understanding to execute contracts and procurements using discretion in determining the best possible course of action from possible alternatives and decisions. Choices, decisions, and courses of actions applied could have an adverse impact on successful program and agency operations.

In most of these cases, the impact of poor decisions is a loss of efficiency, credibility, and/or customer service. In some cases, especially those regarding personnel issues, consequences of poor decisions may include inappropriate disclosure of personnel-related information and/or delays to personnel-related actions.

Errors in judgments or decisions could be harmful or detrimental to the scope, quality, budget, and timely delivery of the Department's services and operations, other state agencies, partners, stakeholders, and vendors and supplies, and could result in significant material and monetary loss and legal litigation.

Must exercise diplomacy and discretion in responding to confidential and private information dealing with personnel actions and other confidential information. Requires ability to maintain confidentiality. Processes

personnel related and other items containing confidential information, ensuring security, and confidentiality of the information is maintained and timeliness requirements are met.

This position is responsible for decisions related to planning, organizing, analyzing, evaluating, directing, and reviewing data or factual information for the continued effectiveness of employee performance within the Procurement section. The individual in this position must decide on the most cost-effective use of resources.

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 (currently in reclass from PM2)	0000870	In person, in writing, email, phone	Daily, weekly, monthly, annually	General guidance, review of work, priority setting, coaching, training, specific feedback, quarterly reviews.

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

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

- a. How many employees are directly supervised by this position? 10
How many employees are supervised through a subordinate supervisor? 0
- b. Which of the following activities does this position do?

- ☒ Plans work
- ☒ Assigns 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

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

The individual in this position is expected to (a) create a professional environment focused on high productivity; (b) model sound work habits, through personal example and leadership, (c) maintain accurate and current office records (time sheets, travel expenses records, weekly reports, etc.) and submit these for appropriate action in timely manner; (d) actively contribute, participate, and engage in department meetings and other settings, and (e) complete special projects and other duties as assigned.

The individual in this position must perform position duties in a manner which promotes customer service and harmonious working relationships, including treating all persons courteously and respectfully; actively engage in and promote a positive work environment; develop good working relationships with agency personnel and with appropriate external partners; identify and resolve problems in a constructive manner; demonstrate openness of constructive feedback and suggestions; and contribute to a positive, respectful, and productive work atmosphere creating a positive, productive environment focused on results.

The individual in this position must have good written and computer skills and excellent verbal communication and presentation skills. Punctuality and regular, consistent attendance are key elements of this position.

This position must pass a criminal records check.

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

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

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