



**STATE OF OREGON  
POSITION DESCRIPTION**

**Position Revised Date:**

**This position is:**

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

**Agency:** Oregon Housing and Community Services

**Division:** Disaster Recovery and Resilience

New       Revised

Workday ID: 000000176734

## **SECTION 1. POSITION INFORMATION**

|                                   |  |   |  |  |  |  |
|-----------------------------------|--|---|--|--|--|--|
| a. Classification Title:          | Procurement & Contract Specialist 1  |   |  | b. Classification No:  | 0436   |  |
| c. Established Date:              |  |   |  | d. Position No:  | 2700029  |  |
| e. Working Title:                 | Contractor Coordinator   |   |  | f. Agency No:  | 91400  |  |
| g. Section Title:                 | Procurement  |   |  | h. Budget Auth No:   |  |  |
| i. Employee Name:                 | Vacant   |   |  | j. Repr. Code:   | OAS  |  |
| k. Work Location (City – County): | Salem-Marion (hybrid)  |   |  |  |  |  |
| l. Supervisor Name (Optional):    | Phillip Andrews  |   |  |  |  |  |
| m. Position:                      | <input checked="" type="checkbox"/> Permanent<br><input checked="" type="checkbox"/> Full-Time | <input type="checkbox"/> Seasonal<br><input type="checkbox"/> Part-Time | <input type="checkbox"/> Limited Duration<br><input type="checkbox"/> Intermittent                                     | <input type="checkbox"/> Academic Year<br><input type="checkbox"/> Job Share |  |  |
| n. FLSA:                          | <input type="checkbox"/> Exempt<br><input checked="" type="checkbox"/> Non-Exempt              | If Exempt:  | <input type="checkbox"/> Executive<br><input type="checkbox"/> Professional<br><input type="checkbox"/> Administrative | o. Eligible for Overtime:  | <input checked="" type="checkbox"/> Yes<br><input type="checkbox"/> 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.**

Oregon Housing and Community Services (OHCS) provides 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' Central Services Division is comprised of sections that support the agency to achieve its mission. This includes accounting, finance, fiscal compliance, procurement, budget, human resources, information systems, project management, and operations services. Work performed in this division ensures equity, accountability, transparency, stewardship, and security of state resources.

The Procurement and Grant Compliance Section includes grants, financial monitoring & compliance, and procurement & contracts. Key program areas of the agency rely on community partners serving low-income Oregonians, and grants and contracts are critical to this success to ensure resources reaching low income Oregonians. This section ensures accountability and stewardship of resources.

**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 regularly develop standard public contracts and solicitations, including subrecipient grant agreements, that follow existing models and use current agency templates.

### 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  |
|--|--------|------|---|
| <i>Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".</i> |        |      |   |
| 60%  | N      | E    | <p><b>Purchasing, Contract and Agreement Processing</b></p> <ul style="list-style-type: none"> <li>• Prepare Agreements for federal and/or State pass-through funding. Coordinate and obtain review and approval of agreements. Interpret funding guidelines, regulations and policies and apply them to the development of agreements.</li> <li>• Develop informal solicitations, and standard contracts/agreements, including terms, conditions, and procurement specifications, using already established models or templates.</li> <li>• Draft grants without solicitations, ORS 190 agreements, small and intermediate public contracts, and various types of contract/agreement modifications, such as amendments and change orders.</li> <li>• Research and interpret related rules and policies on goods and/or services and advise staff on requirements.</li> <li>• Evaluate vendor sources and make recommendations for product and/or services purchases based on vendor status (e.g., COBID-certified), quality and availability.</li> <li>• Interpret related rules and policies and advise agency staff on correct contracting methods and processes.</li> <li>• Write contract amendments due to changes in project scope or to solve contractor performance issues.</li> <li>• Develop Request for Applications, Request for Quotes, and other informal solicitation methods for small grant awards, and for the procurement of goods and services.</li> </ul> |
| 30%  | N      | E    | <p><b>Contract and Agreement Administration</b></p> <ul style="list-style-type: none"> <li>• Use Smartsheet and OregonBuys to assist the tracking of contract and agreement data, compile statistics and estimates for use in preparing team reports.</li> <li>• Ensure conformance with contractual/agreement requirements.</li> <li>• Establish operating and/or reporting relationships with OHCS program coordinators, project managers, agency leadership, and executive leadership.</li> </ul>  |
| 10%  | N      | E    | <p><b>Training, Technical Assistance, and Other Duties</b></p> <ul style="list-style-type: none"> <li>• Provides training in contract administration to department staff and management.</li> </ul>   |

|      |  |  |   |
|------|--|--|---|
|      |  |  | <ul style="list-style-type: none"> <li>• Assist in the preparation of training content and deliver training to agency staff on contract/agreement processes, procedures, requirements and related issues.</li> <li>• Give guidance to agency staff on agency procurement rules, laws, regulations, operating policies, procedures, and ethics.</li> <li>• Assist team leadership with scheduling and arranging internal team meetings, reverse-vendor tradeshows, solicitation pre-offer conferences &amp; public openings, and other similar procurement-specific events.</li> <li>• </li> </ul> |
| 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 carries a heavy workload at times. This is a hybrid position with the bulk of the work allowable from home if desired. It is anticipated that some work will need to be done in the office such as training or group meetings. Normal office environment. Work at a computer terminal which may require long periods of sitting. Work environment includes complex computer/server and electronic audio/visual hardware. Work requires communication with individuals and/or groups including management with varying degrees of support for transformative, modernization efforts. Work environment includes managing projects with conflicting requirements and tight deadlines.

## 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.**

Federal regulations and guidelines, Oregon Revised Statutes, Oregon Administrative Rules, and AG's Model Public Contract Rules Manual

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

Federal regulations provide guidance to develop practices in implementing programs and as a source for technical advice to state and local agencies. The state statutes and rules are used as a source of information on programs administered by the department, and determine the parameters the department should follow.

## 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? |
|---------------|-----|---------|------------|
|---------------|-----|---------|------------|

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

|  |   |  |                  |
|--|---|--|------------------|
| Grantees, sub-grantees, contractors, vendors, other State agencies, OHCS staff | In person, by phone, in writing, by email | To provide technical assistance regarding contract issues. Discuss contract and program related contract issues. | Daily, as needed |
| Attorney General's office  | In person, by phone, in writing, by email | Contractual development, legal sufficiency review, negotiation of terms/conditions                               | As needed        |

## SECTION 7. POSITION RELATED DECISION MAKING

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

This position interprets and enforces laws and rules as well as purchasing and automation trends and decides which, if any, need to be incorporated in the purchasing process. This position safeguards the integrity of purchasing and contract/agreement administration and protects the department of financial losses due to adverse legal action or audit irregularities.

## SECTION 8. REVIEW OF WORK

### Who reviews the work of the position?

| Classification Title   | Position Number | How                   | How Often                   | Purpose of Review  |
|--|-----------------|-----------------------|-----------------------------|--|
| <i>Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".</i> |                 |                       |                             |  |
| Procurement Manager 2  | 0000870         | In person, in writing | Weekly, annually, as needed | To provide guidance, interpretation and feedback on projects and maintain performance. |
|  |                 |                       |                             |  |

## SECTION 9. OVERSIGHT FUNCTIONS

THIS SECTION IS FOR SUPERVISORY POSITIONS ONLY

a. How many employees are directly supervised by this position? \_\_\_\_\_ 0

How many employees are supervised through a subordinate supervisor? \_\_\_\_\_ 0

b. Which of the following activities does this position do?

|   |  |  |
|---|--|--|
| <input type="checkbox"/> Plans work                               | <input type="checkbox"/> Assigns work            | <input type="checkbox"/> Approves work                           |
| <input type="checkbox"/> Responds to grievances                   | <input type="checkbox"/> Disciplines and rewards | <input type="checkbox"/> Coordinates schedules                   |
| <input type="checkbox"/> Hires and discharges                     | <input type="checkbox"/> Recommends hiring       | <input type="checkbox"/> Gives input for performance evaluations |
| <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:

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 engaging in and promoting a positive work environment; developing good working relationships with agency personnel and with appropriate external partners; identifying and resolving problems in a constructive manner; demonstrating openness of constructive feedback and suggestions; and contributing to a positive, respectful, and productive work atmosphere creating a positive, productive environment focused on results.

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 cursor at end of a row (outside table) and hit "Enter".

|  |  |  |
|--|--|--|
|  |  |  |
|--|--|--|

## **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 \_\_\_\_\_