



Winnebago County

*The Wave of the Future*

## JOB POSTING

**POSITION TITLE:** Contract and Procurement Manager

**LOCATION:** Administration

**HIRING RANGE:** \$67,478-\$74,394/Yr.

**STATUS:** Full time

**HOURS PER WEEK:** 40+

**WORK HOURS:** 8:00 am – 4:30 pm

**APPLICATION DEADLINE:** Recruitment will be ongoing

Current Winnebago County employees interested in applying for this position will need to complete the Winnebago County Application for [Departmental Transfer/Position Change](#) form. Other parties interested in applying for this position will need to complete the [Winnebago County Application for Employment](#).

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## WINNEBAGO COUNTY POSITION DESCRIPTION *January 2023*

**POSITION TITLE:** Contract and Procurement Manager

**DEPARTMENT:** Administration

**PAY BASIS:** Salaried

### **PURPOSE AND SUMMARY:**

Serves as the County-wide manager of the contracting and procurement functions. Assists departments in preparing bid and RFP documents; manages distribution to vendors, opens bids, and awards contracts. Assists other departments in following the competitive purchasing process required by state statutes and County ordinance.

### **ESSENTIAL FUNCTIONS:**

1. Performs the purchasing function and coordinates and monitors the purchasing activities of all County departments to insure quality, price advantage, and conformance with the County's purchasing ordinance and State Statutes. Prepares or assists departments in the preparation of specifications for items to be purchased. Maintains an inventory of specifications, prepares bid documents, places advertisements for bids, conducts bid openings, and tabulates bids. Works in conjunction with Corporation Counsel to develop and enforce policies and procedures regarding contracts.

2. Prepares and administers all County-wide contracts, resolves disputes with contractors, reviews contracts prepared by others and reviews insurance certificates of all contractors to ensure compliance with County requirements.
3. Organizes, distributes, and delegates work to subordinate fairly and impartially. Provides clear and appropriate direction to employee. Provides training and coaching to subordinate. Ensures that staff has the resources and flexibility to perform, improve, and learn in their jobs. Keeps open communication with subordinate, listens to her, and provides feedback. Positively motivates, mentors, and leads employee. Provides appropriate and timely performance evaluations for subordinate.

#### **ADDITIONAL ESSENTIAL DUTIES:**

1. Oversees and supervises the General Services functions of printing and mail services.
2. Develops standards and ordering procedures for all common use items and maintains lists and inventories of such items.
3. Administers the County purchasing card (P-card) program.
4. Processes the transfer and disposal of all County assets and coordinates with departments to make sure items are listed on the public surplus web site.
5. Reviews costs associated with providing services to other County departments by General Services, computes appropriate pricing schedule, and allocates expenses for services provided.
6. Drafts changes in purchasing policies and practices for review by Director of Administration and by Personnel & Finance Committee.
7. Approves requests for purchases and purchase orders prepared by assistant purchasing agents or department buyers.
8. Ensures that purchases of commonly used supplies, furniture, and equipment are pooled, when reasonably possible, in order to obtain a price and quality advantage.
9. Ensures that specifications are prepared in such a way that an acceptable level of quality is provided while competitive bidding is assured.
10. Ensures that general services operations are provided efficiently, that high quality product output is produced, and that services are priced competitively.
11. Performs other related duties as may be assigned.

#### **WORK RELATIONSHIPS:**

1. Reports to Director of Administration.
2. Supervises Administrative Associate I.
3. Works with all department heads, finance staff, and other department personnel when involved in the purchasing and competitive purchasing processes requiring formal bids and RFP's.

#### **REQUIRED EDUCATION, EXPERIENCE, TRAINING, AND CERTIFICATION:**

1. Bachelor's degree in Business Administration or related field with emphasis on purchasing and business management.
2. Two to five years of responsible experience in the purchasing field.
3. Certification as a Certified Public Procurement Officer or Certified Professional Public Buyer, or ability to become certified within three years, is preferred.
4. A combination of education and experience providing the necessary skills and abilities will be considered in place of specific degree and experience requirements.
5. Current valid Wisconsin driver's license.

#### **KNOWLEDGE, SKILLS, AND ABILITIES:**

1. Considerable knowledge of business purchasing procedures and practices and the specific laws governing purchasing and conflict of interest in the public sector in Wisconsin.
2. Considerable ability to communicate effectively in oral and written form.
3. Considerable ability to form and maintain effective working relationships.
4. Ability to work independently with minimal supervision.
5. Strong written and verbal communication skills including listening skills.
6. Computer skills including facility with Microsoft Office and Outlook applications and ability to learn and use Purchasing software.

**PHYSICAL REQUIREMENTS:**

1. Ability to perform most work from a sedentary position.
2. Ability to function in situations encountered in a normal office setting.
3. Ability to use standard office equipment including telephone, computer, printer, photocopier, and scanner.
4. Ability to travel to other County departments and locations and offsite training locations and be able to stay overnight.