

Broward MPO Job Description

Contracts and Procurement Manager

FLSA Classification	Exempt (Administrative)
Reports to (Title)	Chief Financial Officer
Salary Range	Negotiable
Type	Regular, Full-time

JOB DESCRIPTION

Program Description: The *Contracts and Procurement Manager* is a lead role within the Finance & Administrative division responsible for overseeing the purchasing, contracting and procurement process to ensure that acquisitions of goods and services are consistent with the Broward MPO's (the Agency's) policies; compliant with applicable federal, state and local regulations and laws; and aligned with the objectives of program grants and Agency strategy.

Core Responsibilities:

- Uses innovative and efficient administrative, procurement, and contracting to meet Broward MPO's mission and division statements, strategic goals, and local, state, and federal requirements.
- Ensures the Broward MPO's procurement and purchasing processes comply with federal, state, and local laws, including but not limited to DBE/SBE and the Broward MPO Procurement Code.
- Oversees the purchasing and procurement process to ensure that acquisitions of goods and services are consistent with the Agency's policies, compliant with applicable regulations and laws and aligned with the objectives of program grants and Agency strategy.
- Develops and maintains appropriate internal controls, policies/procedures and business systems in consultation with general counsel to ensure that purchasing commitments and disbursement transactions are accurately reflected in the Agency's financial statements and reports, are timely paid, appropriately supported, compliance and represent a proper fiduciary use of granted/contributed resources.
- Works with Agency staff to prepare, distribute/publish, receive, analyze and award procurement solicitations that are compliance with Agency policies and applicable regulations and laws.
- Coordinates with MPO's General Counsel as needed for contract development and review and other contractual matters.
- Assists staff in preparation of Board materials related to approval of contractual commitments.
- Distributes contracts for execution.
- Maintains library of contracts and related materials according to the Agency's record retention schedule.
- Investigates and responds to procurement challenges.
- Maintains the Agency's fixed asset records and prepares surplus documentation.
- Prepares periodic reports of contract balances and other information and analysis, as requested.
- Maintains records to support the Agency's Disadvantaged Business Enterprise (DBE) goals and reporting.

- Builds strong working relationships with professional services vendors and contractors.
- Establish and maintain positive working relationship with FDOT, FHWA and FTA staff responsible for funding local projects.

General Ledger, Treasury and Financial Reporting

- Participate and assist in the annual audit as needed.

Budget

- Supports the development of the UPWP – Unified Planning Work Program (UPWP) consistent with all state and federal requirements and ensuring input from Broward MPO staff, municipal organizations, local partners, and external stakeholders.

Other

- Overlap responsibilities with existing ***Purchasing and Procurement Manager*** to ensure smooth transition upon their planned retirement.
- Completes routine and ad hoc Agency activities and projects within the area of responsibility under the direction of the Chief Financial Officer.

Required Knowledge:

- General procurement laws and FDOT, FHWA and FTA regulations.
- Laws and regulations pertaining to contracts.

Required Skills:

- Excellent written and verbal communication skills.
- Management skills
- Contract negotiations skills.
- Decision Making
- Strong mathematical and analytical skills
- Attention to details

Required Abilities:

- Ability to analyze and evaluate data, feedback, comments and make appropriate decisions/recommendations.
- Understands, interprets, communicates and applies local, state, and federal rules, regulations, policies, and procedures.
- Ability to manage in environment with varied interests and limited structure.
- Ability to recognize potential problems and identify innovative solutions.

Education and Experience:

- Bachelor's Degree from an accredited college or university in Business Administration, Public Administration, Business Law, Finance, Purchasing, or closely related field.

- At least 10 (10) years of progressive responsible experience in purchasing preferably in a governmental environment; or, an Associate's degree from an accredited college or university in Business Administration or Public Administration, Business Law, Finance, Purchasing, or closely related field with six (6) years of progressive responsible experience in purchasing preferably in a governmental environment.

Supervisory Responsibility

N/A

Certificates, Licenses, Registrations

Must possess a valid Driver's License.

Working Conditions

While performing the duties of this job, the employee is subject to the following conditions:

- Environment:
 - The work is generally performed within an office environment.
 - Lighting and temperatures are typically adequate, and there are is little hazardous or unpleasant conditions caused by noise levels, atmospheric levels, etc.
 - The noise level in the work environment is typically quiet to moderate.
- Physical Demands:
 - The employee is generally sedentary, but may occasionally be required to stand, walk, stoop, kneel or bend at the waist.
 - Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.
 - Specific hearing abilities required by this job include the ability to hear and speak to communicate in person, before groups, and over the telephone.

Work Authorization/Security Clearance

- The employee must successfully pass a criminal and credit background.
- BMPO will also verify the identity and employment authorization of individuals hired so the proper completion of Form I-9 is required, which includes the employee providing documents evidencing identity and employment authorization.

Travel

Up to 10% of worktime related travel is expected for this position, though this may change depending on the needs of the agency.

Other Duties

The above information is intended to indicate the general nature and level of work performed by employees in this position. This description is not intended to contain or be interpreted as a comprehensive inventory of all duties and qualifications required of employees assigned to this position. Duties, responsibilities and activities may change at any time with or without notice.

Created & Authorized: July 2021.