



THE METROPOLITAN WATER DISTRICT
OF SOUTHERN CALIFORNIA

CONTRACTING SERVICES UNIT MANAGER

Group-Section: Business Technology Group - Business Services Section	FLSA Status: Exempt Bargaining Unit: MAPA	Salary Grade: 066 Job #: UM006
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JOB SUMMARY

Responsible for managing all contracting services for Metropolitan including procurement of materials and nonprofessional services and contracting for professional services. This includes overall responsibility for establishing Metropolitan's purchasing programs and procedures; advertising and solicitation; negotiating and awarding Metropolitan professional service contracts and material and non-professional service purchases; vendor relations; contract administration; asset tracking, inventory management, and optimization; and salvage and investment recovery operations.

OVERSIGHT

Supervision Received: Receives direction from the Business Services Section Manager.

Supervision Given: Manages and supervises a staff of managers, professionals, Paraprofessionals, and administrative support.

JOB DUTIES

1. Oversees contracting services for Metropolitan professional agreements and materials and non-professional services from development of scope of work and solicitation through complex negotiations, award, and contract development.
2. Establishes Metropolitan's purchasing programs.
3. Manages formal vendor disputes; collaborates with customers to resolve critical purchasing, contracting and inventory management issues; oversees the contract administration function; serves as chief negotiator for certain key Metropolitan solicitations at the request of executive management; and directs market analyses to identify new sources, products, materials, etc.
4. Conducts directly or through subordinate managers' periodic assessments of unit functions to increase cost efficiency and effectiveness; stays current with laws and regulations affecting public purchasing and changing business practices; and recommends their application as necessary to Metropolitan.
5. Researches and evaluates current technology, products, and services related to contract development and administration; directs all reengineering efforts; conducts return on investment studies; presents recommendations to executive management; and implements operational enhancements including management of consultants and acquisition of equipment and systems.
6. Recommends the development and revision of related Metropolitan policies and procedures and the Administrative Code.

7. Oversees purchasing and contracting training including professional and technical agreement training that is mandatory for all agreement administrators.
8. Develops the unit vision, long and intermediate term strategies, and priorities; and develops a business plan that supports the accomplishment of Metropolitan's objectives.
9. Evaluates the performance of the contracting services functions against the unit's defined performance plan, approved budget, and organizational goals and objectives.
10. Develops, reviews, and approves proposed operating procedures and systems; reviews work plans to control costs, balance workloads, anticipate and avoid delays, and meet deadlines; and monitors progress of the business plan and coordinates operational changes.
11. Oversees all staffing plans, personnel actions, and employee relation activities; develops performance measures and ensures they are consistently applied; promotes employee training and development; and responds to complaints and grievances.
12. Oversees the preparation of the annual unit budget; monitors the expenditure activities; approves operating and capital expenditures; and reviews budget variance reports and determines and implements all necessary corrective action.
13. Ensures compliance with local, state, and federal laws, regulations, and requirements; ensures all workplace health and safety policies and procedures are followed; ensures procedures are in place to avoid violations; and implements resulting recommendation from audits.
14. Performs other duties as required.

EMPLOYMENT STANDARDS

MINIMUM QUALIFICATIONS

Education and Experience: Bachelor's degree from an accredited college or university and twelve years of increasingly responsible relevant experience, of which four years must have been in a management or supervisory position; or an advanced degree from an accredited college or university and ten years of increasingly responsible relevant experience, of which four years must have been in a management or supervisory position.

Required Knowledge of: Contract laws; public purchasing and contracting policies and procedures; material management principles and procedures; current business and organizational management theories and practices; public sector personnel practices and regulations; financial and budgeting practices, concepts, and procedures; management and supervisory concepts and techniques; relevant federal, state, and local laws; negotiation techniques; project management; and trends and emerging technologies of contracting, purchasing, and inventory management.

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Adopted: 03/22/05

Revised: 02/14/17

Supersedes: 04/01/12

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Required Skills and Abilities to: Manage a diverse work force; plan, organize, and review the work of subordinates; facilitate teamwork; mentor, develop, and motivate staff; devise long-term contracting strategies; effectively manage and improve a complex organization-wide purchasing and contracting services; exercise judgment and discretion; effectively analyze complex contracting and organizational issues and problems; communicate orally and in writing on administrative and technical topics; represent Metropolitan to public agencies, special interest groups, and the public; represent Metropolitan in negotiations or development of joint projects with external organizations; establish and maintain collaborative working relationships with all levels within the organization, vendors, contractors, consultants, special interest groups, and the public; and use business standard applications.

CERTIFICATES, LICENSES, AND REGISTRATIONS REQUIREMENTS

Certificates

- None

Licenses

- Valid California Class C Driver License

Registrations

- None

DESIRABLE QUALIFICATIONS

Professional certification in procurement or contracting

PHYSICAL DEMANDS/WORK ENVIRONMENT

The physical demands and work environment characteristics described here are representative of those that must be met or may be encountered by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands: The work is sedentary. Typically, the employee may sit comfortably to do the work. However, there may be some walking; standing; bending; carrying of light items such as paper, books, or small parts; driving an automobile, etc. No special physical demands are required to perform the work.

Work Environment: The work environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices, meeting and training rooms, libraries, and residences or commercial vehicles, e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals, etc. The work area is adequately lighted, heated, and ventilated. May travel to various sites requiring overnight stay.

Vision Requirements: No special vision requirements

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