



## PROCUREMENT JOB FAMILY

### CAREER PATH

#### **Procurement Manager**

This is a managerial position accountable for overseeing the procurement function for an agency. Employees are responsible for establishing statewide or agency procurement programs compatible with agency objectives and strategies, to include writing, reviewing, and/or negotiating grants, Requests for Proposal (RFP), contracts, and agreements. Employees are accountable for determining contract compatibility with agency objectives and strategic plans. Employees at this level are responsible for setting a budget and ensuring the department operates within that budget. Incumbents are responsible for coordinating multiple resources, scheduling and prioritizing work, and supervising employees. Employee supervision includes hire recommendations, training, planning, and assigning work, performance assessment, coaching, and progressive discipline. Employees must have the knowledge and skills to perform and review the work overseen.

#### **Knowledge, Skills, and Abilities**

In addition to those identified in the previous levels within this career path:

Comprehensible knowledge of and the ability to demonstrate understanding and successful interpretation, explanation, and application of all areas of procurement, as well as the laws, principles, and practices as they are related to implementation within the agency.

Comprehensive knowledge of and the ability to demonstrate understanding and successful interpretation, explanation, and application of the agency's policies, procedures, rules, and regulations in the performance of duties.

Comprehensive knowledge of and the ability to demonstrate understanding and successful interpretation, explanation, and application of the principles and practices of supervisory and management techniques in the performance of duties.

Working knowledge of and the ability to demonstrate successful use of computer equipment and associated software/databases in the performance of duties.

Possess and demonstrate successful communication skills via all modes of communication.

Possess and demonstrate successful management and prioritization of work within predetermined deadlines and stressful/adverse situations.



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Possess and demonstrate the ability to successfully work as a team member and positively interact with a variety of people, as well as work hours as assigned.

Ability to demonstrate successful performance in the engagement, training, mentoring, and supervision of assigned personnel and support staff.

Ability to demonstrate successful performance in the development of short and long-range plans that meet established objectives and contribute to the overall goals and mission of the agency.

Ability to demonstrate successful performance in the development of presentations and training programs, as well as in presenting and training others in the performance of duties.

Ability to demonstrate successful performance in the research, gathering, correlating, and analyzing of facts to develop statistical reports, charts, recommendations, and/or solutions in the performance of duties.

Ability to demonstrate successful performance and adherence to the rules of conduct for Patrol employees in accordance with General Order 26-02, as well as all other applicable agency policy and procedures.

Ability to demonstrate successful performance and adherence to policy and procedure in the care and maintenance of restricted and confidential information in the performance of duties.

Ability to move and transfer objects weighing 50 pounds or less.

Ability to work with material that may be of a sexual nature relating to criminal activity (e.g., written material, photographs, and/or verbal language, etc.)

**Minimum Requirements** *(The following represents the minimum qualifications used to accept applicants, provided that equivalent substitution will be permitted in case of deficiencies in either experience or education.):*

Bachelor's degree from an accredited institution and five years of relevant experience.

Must be a United States Citizen, or a legal resident of a country participating in the Visa Waiver Program (VWP).



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#### **Necessary Special Requirements**

Documented successful completion of at least 40 hours of professional development and leadership training each fiscal year, in accordance with 1CSR 20-6.010.

Possess and maintain membership in at least one professional procurement organization.

Possess and maintain certification in at least one professional procurement organization.

**Pay grade:** 33

**FLSA Status:** Exempt

**Work Schedule:** An employee in this position works an eight-hour shift as directed; however, working hours are subject to change at the discretion of the commanding authority.

**Effective:** 04/30/2024

**Reviewed:** 04/30/2024

**Revised:** --