



Position Description

Contracts Manager

OVERVIEW: The Mohave Contracts Manager is responsible for oversight of all Contract department functions for Mohave. These functions include planning, organizing, and coordinating Mohave's cooperative contracting program functions and activities. This position requires an individual with excellent public procurement knowledge, attention to detail and organizational skills, as well as practical experience and knowledge of the principles, practices, rules, regulations, and laws applicable to Arizona public procurement.

RESPONSIBLE TO: Director of Mohave Operations

SUPERVISES: Contract Specialists

POSITION TYPE: Exempt

INTERACTS WITH: All Mohave staff, members, vendors, general public and others.

PHYSICAL DEMANDS/WORK ENVIRONMENT: This position operates in a professional and home office environment and is largely sedentary; however, standard office equipment such as computers, phones, copiers and other small machines are frequently used. Some lifting may be required, which would require the ability to lift boxes up to 25 pounds. The home office environment must be conducive to privacy for virtual meetings and phone calls with Mohave staff and members/vendors.

TRAVEL: Periodic in-state travel is required, including some overnight stays, and may include some out-of-state travel. A reliable personal vehicle, including current personal auto insurance, will be required for travel.

CORE DUTIES:

- Assure best practices and ethical public procurement policy are the standards that are met.
- Supervise Mohave's solicitation process including all documents, procedures, solicitation schedule, etc.
- Maintain accurate contract and vendor records.
- Continually evaluate effectiveness of contracting processes, suggesting tools and changes for more efficient and effective cooperative contracting and customer service.
- Provide information on Mohave's cooperative contracting program to vendors, members and internal staff.
- Provide oversight to Contract Specialists in cooperative contracting activities.
- Provide oversight to Contract Specialists in analysis, research and development of specifications and pricing models.
- Participate in complex procurements as required.
- Supervise and evaluate contracts staff; recommend hiring and termination of contracts staff.
- Collaborate with the Compliance team to solve contract questions and issues.
- Represent Mohave at various conferences, trade shows and other professional functions, which may include formal presentations of information and training sessions.
- Professional writing including newsletter articles and white papers/research on behalf of Mohave.
- Provide input into and manage the annual budget for the Contracts Department.
- Provide required and requested information for annual audits and cooperative procurement practices reviews.
- Provide required and requested periodic contracting data to the Director of Mohave Operations and Executive Director.
- Those obligations imposed by applicable rules, regulations and statutes, and other duties assigned by the Director of Mohave Operations.

OTHER DUTIES: This Job Description is not intended to be a comprehensive list of activities or responsibilities. Duties, responsibilities and activities may change at any time with or without notice.

PROFESSIONAL ACTIVITIES:

Membership and active participation in appropriate professional organizations and professional development programs are expected.

EDUCATION/TRAINING REQUIRED:

Certification from a nationally recognized purchasing or materials management organization, such as the UPPCC, is *REQUIRED* as a condition of continued employment. Certifications recognized include CPPO, NIGP – CPP, CPPB and C.P.M. If no certifications are held at the time of hire, certification is expected to be obtained within eighteen (18) months from the date of hire. If certification is not obtained within eighteen (18) months, Mohave reserves the right to release the employee from continued employment.

MINIMUM REQUIREMENTS IN ADDITION TO CERTIFICATION:

Five (5) years progressively responsible experience in public procurement and contract management, preferably in the public sector. A bachelor's degree in procurement, business, finance, public administration, or a related field is desirable. Strong proficiency in public procurement contracting and contract administration skills. Thorough knowledge of the principles, practices, rules, regulations, and laws applicable to Arizona public procurement and Federal procurement regulations. Experience with Job Order Contracting alternative project delivery method is desirable, as well as experience with e-Procurement platforms.

Excellent verbal and written communications skills. Competent computer skills, including word processing, spreadsheets, and database management. Excellent research, analytical, critical thinking, attention to detail, and organizational skills. Any combination of experience, education, and training to meet the minimum requirements.

SIGNATURE: By signing below, I acknowledge that this position is an Exempt position which is not eligible for overtime and that I understand all the requirements above.

Employee Signature

Date

Witness Signature

Title and Date

CONTRACTS MANAGER

Competencies

Ethical Leadership

The Contracts Manager shall maintain high ethical standards in interactions with members, vendors and staff; base decisions on applicable rules, regulations, statutes, policies and organizational procedures; never allow personal gain to influence a business decision; base decisions and actions on what is in the best interests of Mohave, its members and vendors.

Relevant Knowledge and Understanding

The Contracts Manager shall exhibit detailed comprehension and proper application of applicable Arizona and Federal procurement rules, regulations, statutes, principles and procedures, to consistently and effectively meet organizational, member and vendor needs and to maintain the exemplary quality and integrity of Mohave's cooperative procurement program.

Appropriate Participation

The Contracts Manager shall participate and represent Mohave at conferences, trade shows and other functions to provide and gain the knowledge and skills required to meet organizational and department needs and goals.

Quality Service

The Contracts Manager shall be prompt, courteous, respectful, honest and accurate in performing duties, obtaining information and responding to inquiries, to ensure that everyone requiring or desiring service has a successful experience.

Commitment to Excellence

The Contracts Manager shall review processes and procedures for efficiency and effectiveness to ensure high departmental standards and Mohave's leadership in cooperative purchasing.

Quality Programming

The Contracts Manager shall possess and apply the knowledge and skills necessary to implement and manage Mohave's cooperative purchasing program and resolve Contract Department claims and controversies, to appropriately and effectively ensure compliance with statutes, rules, regulations and procedures; maintain effective and efficient contracting operations; satisfy member needs; provide quality tools for Mohave staff; and ensure fairness to all parties.

Effective Management

The Contracts Manager shall possess and apply the knowledge and skills necessary to direct, manage and measure team performance; develop and prepare team members to perform job duties; and develop internal and external tools, to ensure team and organizational success with high levels of accomplishment, a pleasant workplace, and fair treatment of all individuals.

Lifelong Learning

The Contracts Manager shall continually upgrade knowledge and skills to avoid stagnation of the individual, the team, and the organization.