GENERAL STATEMENT OF DUTIES: Performs highly responsible administrative and managerial work in a large-scale centralized purchasing and document (electronic and paper) management environment. The duties include planning, organizing, directing, supervising, executing and enforcing county code and purchasing strategies in the acquisition of all professional services, goods, and non-professional services; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class is responsible for managing the activities of and performing central procurement activities as well as activities relating to mail distribution, printing, and records retention for the County. The work in this class involves considerable independent judgment and initiative as well as extensive knowledge of purchasing and records management laws, policies, and procedures. Works closely with the Office of Law in reviewing and resolving bid protests, monitoring legal review cases, developing legislation and code modifications, and performing compliance review of change order requests. Works cooperatively with General Managers, the Executive Office and Members of County Council; provides comprehensive responses to constituent inquiries, updates on bid status and awards, and educates on the purchasing laws and policies. Administers the New Castle County Supplier Diversity Program providing assistance and support to small businesses including education and training in the purchasing process and conducts and participates in outreach activities. Work is performed under the general supervision of the Chief of Technology and Administrative Services.

EXAMPLES OF WORK: (Illustrative only)

- Manages the daily operations of Administrative Services including purchasing, mail distribution, printing, and records retention activities of New Castle County;
- Participates in the planning, developing, auditing, and reviewing of procurement and records management standards, procedures, and policies;
- Conducts research of complex procurement issues, recommends strategies and leads in related implementation including the coordination of legislative action;
- Directs the centralized solicitation process, and reviews bid award recommendations;
- Works closely with departments in the development of professional services requests for proposals;
- Ensures that all purchases and records management processes are conducted in compliance with applicable laws, policies, and procedures;
- Assists in the management, development, and maintenance of operating procedures for the automation of all procurement activity;
- Authorizes and executes purchase orders and all county contractual documentation;
- Provides council with weekly reporting on the status of bids and emergency purchases, and additional reporting as required;
- Manages, supervises, and evaluates a staff of professionals and paraprofessionals;
- Administers the Supplier Diversity Program development initiatives, including educational workshops, outreach, vendor registration, and partnerships;
Title: CHIEF PROCUREMENT OFFICER

- Develops annual and quarterly supplier diversity reports; creates and monitors departmental performance metrics;
- Manages the County surplus equipment and supplies;
- Leads conflict resolution processes with vendors;
- Investigates department claims of vendor non-performance;
- Reviews and consults with Office of Law on bid protests; Leads all contract negotiations for professional services, goods, and non-professional services;
- Oversees the work of the New Castle County Purchasing Review Committee;
- Participates in the annual budget process;
- Provides and presents reports and information to Executive Office and Council as required;
- Monitor vendor performance, meets with vendors to resolve irregularities, and establishes corrective measures;
- Promotes an ongoing attitude of dedication to excellent public service and ensures that external and internal customers are provided with the highest quality of service;
- Maintains financial systems procurement data tables as required;
- Operates a personal computer and other related equipment in the course of the work.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Thorough knowledge of business methods, markets, and purchasing practices; thorough knowledge and the ability to interpret laws relating to public purchasing with specific attention to governmental purchasing; thorough knowledge of rules, regulations, standards, policies, extensive knowledge of office management practices and procedures; ability to provide professional expertise in the resolution of vendor problems and department concerns; ability to supervise the work of subordinate staff ability to write clear and concise specifications; ability to communicate courteously and effectively, both verbally and in writing; tact and diplomacy in dealing with vendors, department representatives and subordinates; initiative and resourcefulness; ability to draw valid conclusions; professional integrity.

MINIMUM QUALIFICATIONS: At least seven (7) years purchasing experience in procurement of goods and services (professional and non-professional) to include at least one-year supervisory experience and possession of a Bachelor’s Degree with a preference of major course work in business or public administration or an equivalent combination of professional certifications, education or training directly related to the required knowledge, skills, and abilities.

ADDITIONAL REQUIREMENTS: Must pass a Class III County physical examination and background check.

HISTORY OF REVISIONS:
Established: 07/22/2022