

Job Posting

DEPARTMENT:	Office of Attorney General
SECTION:	Operations Division
CLASS:	Procurement & Automotive Manager
LOCATION:	Strawberry Square, Harrisburg
TYPE POSITION:	Permanent, Full-time, Management, Non-civil service
WORK HOURS:	8:30 a.m. – 5:00 p.m.
SALARY RANGE:	Starting at \$71,609; commensurate with experience

SUMMARY:

The Office of Attorney General (“OAG”) is looking to hire a Procurement & Automotive Manager to oversee the Procurement and Automotive teams within our Harrisburg office. The successful candidate will be supervised by and report to the Director of Human Resources and Office Services, and will supervise and coordinate the work of a purchasing section whose duties include the preparation of purchase orders for a wide variety of goods and services, issuing RFP/RFQ/IFB documents and managing those processes, and providing advice to staff in all OAG locations who procure goods and services. The Procurement and Automotive Manager must ensure that all work is performed in adherence to established laws, policies, regulations and procedures.

This position will also include oversight of the OAG Automotive Department, currently comprised of 2 staff members who are responsible to manage a 400 vehicle fleet. He/she must be able to assess the current Agency-wide fleet and automotive processes, including maintenance procedures and expenses, and offer recommendations that will save costs and increase efficiencies.

EXAMPLES OF DUTIES:

- Plans, organizes and directs the work of a procurement department of three employees
- Serves as procurement advisor to all levels of the Agency and is responsible for planning and directing the Agency’s procurement program, designed to supply a wide variety of goods and services to the OAG
- Proactively evaluates the procurement needs of the agency
- Develops and implements procurement goals, policies, procedures, and standards within the scope of existing laws and authority
- Communicates procurement initiatives and concerns, both orally and in writing, to enhance the efficiency of the OAG’s procurement program
- Oversees and participates in negotiations with current and prospective vendors
- Ensures compliance with Commonwealth laws and applicable policies

- Plans, directs, and develops policy for a comprehensive purchasing and inventory management program
- Updates existing policies and offers recommendations that will save costs and/or increase efficiencies in and for the agency
- Updates and implements agency wide training and educational materials, conducts training for all staff who make purchases on behalf of the OAG
- Participates in the review and evaluation of vendor performance in meeting service levels
- Mediates agency disputes with contractors/vendors, providing advice and status updates to internal stakeholders throughout the process
- Reviews and interprets contract documents, drafting terms and conditions as needed
- Develops an agency-wide purchasing tracking system and database which collects information from all forms of purchasing vehicles
- Drafts and revises purchasing documents for agency use (expert witness agreements, legal services contracts, settlement templates)
- Provide guidance on standardized procurement methods for agency use (RFP/RFQ/ IFB templates, bid procedures, consistent use of the P-card) including providing advice on the best method for situations as they arise
- Communicates constructively with the Commonwealth's Department of General Services (DGS) and stays informed about changes to DGS policies
- Serves as the point of contact for any Commonwealth related procurement or contract questions, from individuals inside and outside of the agency
- Evaluates large scale procurement-related projects and implements solutions that will provide the greatest benefit to the agency
- Assists program directors in the planning and preparation of their budgets by providing cost and price projections
- Develops a system for the maintenance of inventory records and other controls of supplies and equipment
- Interprets purchase records and reports on progress of procurement initiatives
- Manages two Automotive Officers, setting goals, providing direction and guidance, and planning and organizing the team's work
- Evaluates the Agency's vehicle fleet to include purchased, leased and seized vehicles making recommendations for replacement vehicles, service and maintenance, and overall size of the fleet

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Five years of experience in purchasing positions involving contact with vendors in the procurement of a wide variety of supplies, materials, equipment, and services, at least 3 of which should be at the supervisory level
- Demonstrated experience managing staff in a constructive way
- Familiarity with current principles, best practices, and laws, rules and regulations to include the Procurement Code and the DGS Handbook
- Experience in running complex procurements – to include the full procurement cycle from assessing needs to drafting the appropriate solicitation document and conducting vendor/contract negotiations to implementation

- Experience with bid protest procedures
- Knowledge of standards and evaluation methods used to assess the quality and value of goods and services
- Ability to oversee competitive bid analysis and evaluation for the procurement of goods and services
- Ability to establish and maintain effective working relationships with associates, vendors and the general public
- Ability to communicate clearly and effectively, both verbally and in writing
- Proven organizational and follow up skills

HOW TO APPLY:

1. Visit the Office of Attorney General website, www.attorneygeneral.gov and complete an electronic application. Please specify that you are applying for the Procurement & Automotive Manager position.
2. Applications will be accepted only until June 22, 2018.
3. If you have questions, please contact Shari McGraw, Director of Human Resources and Office Services, at smcgraw@attorneygeneral.gov.

The Office of Attorney General is an Equal Opportunity Employer.