

**OREGON UNIVERSITY SYSTEM  
UNCLASSIFIED SERVICE POSITION DESCRIPTION**

Working Title: Director of Purchasing and Contract Services ( ) New Position  
Department:/Org: Purchasing and Contracting Svcs (X) Revised Date: 2/2/10  
Employee Name: ( ) Exempt (from overtime)  
Reports To: Assistant Vice Chancellor for Capital Programs ( ) Non-Exempt (overtime eligible)  
Actual FTE: 1.0 Job Group: 10

**GENERAL DESCRIPTION OF THE POSITION**

As part of the Division of Finance and Administration, this position is responsible for directing and performing a variety of complex and responsible professional and administrative duties to solicit, negotiate, and manage Chancellor's Office and OUS system-wide purchasing and contract services, and to provide technical assistance to staff at the Chancellor's Office and the seven OUS institutions regarding purchasing and contracting matters including preparation of solicitations, review of vendor-initiating agreements, and vendor negotiation. In addition, this position will work closely with affiliated State offices in Salem, including DAS Purchasing for issues relating to purchasing; the Minority Advocates Office in managing Minority, Women-owned and Emerging Small Businesses (MWESB) issues; the Department of Justice for contractual and other legal matters; other affiliated offices. This position develops and implements systems for tracking and reporting contracting activity; develops public purchasing related policies and procedures including drafting and reviewing OAR's; and represents OUS on interagency task forces and in interagency negotiations at a statewide level. The Director is a member of the Vice Chancellor for Finance and Administration's cabinet and advises on purchasing and contracting questions by research, analysis and recommendations. This position takes leadership in analyzing and responding to proposed legislation in the purchasing/contracting arena during session. The OUS Director of Purchasing and Contract Services exercises delegated authority for a broad spectrum of contracts and purchasing documents.

**DESCRIPTION OF SPECIFIC DUTIES AND PERCENTAGE OF TIME**

60 % Acquisition of Goods and Services and Contract Development. For Chancellor's Office Divisions and adjuncts, facilitates agency procurement process. Duties include: draft or assist drafting all solicitation documents, publication and dissemination of public notices, responds to all proposal inquiries, receives all proposals and performs review, corresponds with proposers, drafts and executes final contracts.

Advises and assists Chancellor's Office personnel through the acquisition process, responds to and assists vendors responding to solicitations and works with the Oregon Department of Justice facilitating reviews and approvals from that office. Maintains records of solicitation process including documentation of the review and selection processes. Advises and guides departments in responding to vendor complaints.

Develops, negotiates, and manages contracts; including negotiation with vendors regarding language and terms of agreements. Identifies unlawful or improvident terms and conditions

on agreements developed by vendors. Minimizes risk exposure through well-drafted agreements. Negotiates modification of terms as necessary.

Attends OUS Administrative Council meeting. Makes presentations, identifies and facilitates opportunities for collaborative contracting activity among the institutions and other state agencies. Acquires and contracts for services that are used OUS system-wide when a system-wide approach will result in cost savings to the institutions or be most appropriate given the service. Examples are student debt collection, purchasing card, various software consortia purchases. Convenes meetings with campus purchasing and contracting officers to gather information, trains new personnel or implements new programs as needed.

5 % Bill Analysis and Legislative Response. Monitors, analyzes and makes recommendations to the Office of Legal Affairs and the Office of Government Relations on proposed legislation both in the interim and during legislative sessions in the areas of public contracting, student debt collection, and on specific services for which OUS contracts. Testifies before legislative committees as needed.

10 % Administrative Rule Review and Drafting. Develops, reviews and implements administrative rules and policies of the OUS. Amends existing contracting rules and procedures to maintain compliance with current laws. Coordinates with the Board Secretary to perform regular review of all other OUS rules and policies. Requires travel to meet with affected personnel to amend drafts. Provides information to campuses on state and federal legislative and rule changes affecting the procurement process.

15% Research and Analysis. Responsibilities include research of current federal and state laws, administrative rules, and OUS internal management directives and policies regarding a wide array of topics, but largely related to issues relevant to the state's public universities. Reviews and assists drafting of university rules and policies governing the purchasing and contracting functions. Reviews and proposes agency action for university grievances advanced to the Chancellor's Office.

5% Affirmative Action Report. Working in conjunction with the Director of Human Resources, this position prepares the Chancellor's Office annual Affirmative Action Plan, including purchases and contracts with Minority, Women Owned and Emerging Small Businesses.

5% Other Duties.

Training: Conducts training for Chancellor's Office and institution staffs on OUS purchasing/contracting administrative rules and related contracting process topics including competitive procurement requirements, women & minority business requirements, independent contractor status, RFP development etc.

Audit and Data Control: Develops and maintains systems for tracking contracting activity/insurance, certification and bonding currency and maintenance of data for analysis, planning, audit and statutorily-required reporting purposes for retainer contracts such as construction, debt collection, hazardous waste and for goods and services, personal services and other contracts.

Represents OUS on State-wide task forces. Participates in and represents the Oregon University System in inter-agency task forces and workgroups.

All other assignments and tasks required by OUS personnel.

Number of employees supervised:		% of time spent in supervision	<u>0</u>
Unclassified	<u>0</u>		
Classified	<u>0</u>		
Student	<u>0</u>		

**AFFIRMATIVE ACTION AND DIVERSITY RESPONSIBILITIES**

Responsibility to support progress in the elimination of past and present discrimination includes: complying with Chancellor’s Office policies, procedures, and practices that promote affirmative action, equal opportunity, and diversity; encouraging employees to know, understand, comply with and support equal employment, affirmative action, diversity and inclusion of a multicultural workforce; fostering an environment supportive of affirmative action efforts related to recruitment, selection, promotion, transfer, and training; monitoring workplace conditions to prevent unlawful discrimination and harassment of employee; assisting Human Resources and Purchasing/Contract Services by identifying areas of concern and developing and implementing strategies for resolution.”

**EXPERIENCE AND EDUCATION REQUIRED (MINIMUM QUALIFICATIONS)**

- Bachelor’s degree or equivalent.
- Five or more years of responsibility for contract administration, preferably in the public sector. Advanced degrees may be substituted for experience.

**SPECIAL (PREFERRED) QUALIFICATIONS**

- Doctor of Jurisprudence (J.D.) preferred.
- Desire major or substantial course work in business, public administration, or a related field. Professional certification by NIGP or NAPM encouraged.
- Experience should include day-to-day work in public contracting and management including drafting and negotiation of contracts and assisting other staff in negotiating state, federal and agency statutes and regulations.
- Experience in researching, analyzing, and applying laws, rules and regulations in a variety of subject matter areas and in simplifying compliance requirements for the non-technical user.
- Experience in developing, maintaining, and coordinating information systems and reporting processes.
- Experience in development of policies, procedures, and internal control systems.
- Strong personal ethics and knowledge of public ethics and conflict of interest requirements.

## **DECISION-MAKING. Level of decision making required and its effect on the organization**

- With respect to public purchasing and contracting matters, the Director of Purchasing and Contract Services engages independent judgment on form and content of solicitation documents, contract documents, and in advising system staff when contract performance problems arise. Effect is to minimize protests and challenges to purchasing decisions. Reduces organizational liability through inclusion of appropriate contractual provisions and insurance requirements. Identification of bulk buying opportunities for cost savings. Position has contract signature authority.
- As an OUS representative on inter-agency workgroups and committees, position represents the needs and policies of OUS in its State Agency status and exercises political judgment in preserving OUS independent purchasing authority established under ORS 351 and maintaining information flow to appropriate OUS officials and back to appropriate state and other officials.
- Position exercises discretion in working with employers and potential contractors as well as vendor lobby groups.
- Position uses independent judgment in analysis of a wide variety of federal, state, local statutes and intra-system and rules and regulations. Position recommends OUS position on legislation, tracks legislation, and testifies as necessary in areas relating to purchasing, collections, MWESB and relationships with DAS Purchasing.
- Within broad parameters established at the Board and Vice Chancellor levels, position exercises judgment on multi-agency work groups and task forces.
- Position exercises judgment in responding to campus inquiries and insuring appropriate campus people are not by-passed.

## **KNOWLEDGE, SKILLS & ABILITIES**

- Ability to simultaneously manage a diverse portfolio of purchasing, contracting, rule-making, issue resolution projects, perform research, monitor legislative initiatives and recommend law, policy and procedural changes that affect both contracting in general and specific content areas such as student debt collection that are multi-institutional in nature.
- Ability to work on multiple tasks, establish priorities and respond expeditiously to offices with competing demands under tight deadlines.
- Advanced communication skills both oral and written.
- Working knowledge of federal requirements on affirmative action plan construction and data requirements.
- Ability to represent OUS in various forums and negotiate with upper level personnel and their attorneys.

## **WORKING CONDITIONS**

Based on criteria under OAR 580-23-0010, it has been determined that this position is a critical or security sensitive position that requires a criminal background check.

This position may be located in the Chancellor's Office site in Eugene, Oregon, on the University of Oregon campus, or in Portland, Oregon, on the Portland State University campus. Frequent in-state travel by automobile is required to state offices, OUS campuses, and meeting sites.