



City of Virginia Beach – Public Utilities Contracts Supervisor

Working Title	Contracts Supervisor
Department	Department of Public Utilities
Job Type	Full Time
Requisition ID	00563
Application Deadline	02/28/2021
Work Schedule	Mon-Fri, 8am – 5pm, some nights and weekends may be required
Work Location	Reflections 1, 2809 South Lynnhaven Rd., Virginia Beach, VA, 23452
Pay Range	A.11, Minimum \$56,201.60 – Maximum \$85,196.80
Starting Salary	Depending upon qualifications

We are looking for a professional who is experienced with procurement and contract management (administration and financial) in engineering, construction and/or technology services in a local or state government agency. Expertise in VPPA and experience with administrative aspects of large-scale capital improvement programs, particularly in a utility setting, is also desired. A successful candidate will be a demonstrated leader and team player who is detail-oriented, adept at multi-tasking, flexible to changing business needs, and exhibits excellent oral and written communication skills. We desire a hands-on, experienced supervisor who shares their legal and policy compliance expertise in complex regulations, systems, and processes with the department. Other vital skills include proficiency in financial systems and reporting, ability to create, implement and maintain performance metrics and process improvements, and advanced knowledge using Microsoft Office and analytical tools. Lastly, we have a strong preference for candidates with procurement or contract management experience in a local or state government setting; or those who have direct experience with contract management (administration and financial) oversight of engineering and construction services projects.

Job Duties

The Public Utilities Contracts Supervisor assures compliance with local and state laws, codes, policies, and procedures for all departmental contracts, spanning from engineering and construction to technology. Position responsibilities include managing contract administration, financials, and quality assurance activities to ensure best practices are consistently utilized throughout the department. Additionally, the supervisor manages the administrative functions related to the Water and Sewer Capital Improvement Program. Specific job duties include, but are not limited to, the following.

- Assures compliance with Virginia Public Procurement Act, city and state code, accounting standards, and organizational policies and procedures. Communicates with stakeholders on interpretations of contractual and procurement-related issues, as well as revisions of existing, or new, laws, codes, policies, and procedures.
- Develops and documents procedures and controls for departmental procurement and contract management. Serves as department's procurement and contract issues expert.
- Provides supervision of subordinate staff. Always exhibits effective teamwork, professionalism, and leadership.
- Promotes process improvements to meet evolving technological, legal, and business-related requirements, ensures proper documentation, and accurate records.
- Ensures compliance with terms of contracts and agreements. Coordinates with applicable staff on all claims by the City or contractor related to non-compliance. Conducts ongoing contract analysis and quality assurance.

- Establishes compliance risk analysis, advises department on compliance issues, and implements controls to mitigate risk.
- Ensures all departmental bids, requests for proposals, contracts, and renewals are completed in accordance with procedural and legal requirements within established timeframes. Reviews and processes invitations for bids and requests for proposals, participates in contract negotiation boards, and assists with price and terms negotiations. Serves as departmental liaison for minority business contracting.
- Assumes administrative responsibility for coordinating with divisional representatives to assemble the annual Water and Sewer Capital Improvement Program. Works with applicable staff to ensure execution of capital planning.
- Coordinates the management of all departmental grants.

Minimum Qualifications

Requires a bachelor's degree in business administration, public administration or related field OR any combination of education and experience equivalent to eight (8) years in fields utilizing the required knowledge skills and abilities associated with such positions as Contracts Specialist, Contracts Coordinator, Senior Construction Inspector, or Project Manager/Construction Manager.

Additional Requirements:

DMV Transcript: Not Required

CDL: Not Required

DOT History: Not Required

CPS Check: Not Required

Physical: Not Required

Respirator: Not Required

Polygraph Review: Not Required

Psychological Screening: Not Required

Preferred Qualifications

Candidate must have one of the first three qualifications to be considered for interviews.

- Municipal and/or state procurement experience or VPPA compliance experience
- Municipal and/or state contract management experience (financial or administrative)
- Engineering and construction project or contract management experience

- Demonstrated oral and written communication skills
- Two or more years of supervisory experience
- Data analytics and performance measurement experience
- Bachelor's degree in related field
- Professional certification(s) related to procurement, contracts management, and/or quality management

Special Requirements

This position is Alpha I and may be required to report during inclement weather conditions. All employees may be expected to work hours in excess of their normally scheduled hours in response to short-term department needs and/or City-wide emergencies.