



CONTRACT MANAGER – FINANCE AND MANAGEMENT SERVICES-PURCHASING

General Description: This is a professional position. The incumbent performs contract administration related to the procurement of goods, services and construction for county government, schools, jail and library.

Organization: The Contract Manager reports to the Purchasing Division Director. This position may function as lead in the absence of the Division Director.

Essential Functions:

- Acts on behalf of the Purchasing Division Director in his/her absence.
- Reviews/approves purchase requests for release of a purchase order.
- Serves as backup Program Administrator for County and School Purchasing Card programs.
- Performs contract spend analysis and contract risk assessment to assist in annual budgeting process
- Determines proper procurement methods in compliance with procurement laws, ordinances, policies and regulations.
- Researches the availability of cooperative contracts (state, other localities or national cooperative purchasing groups).
- Reviews and/or works with staff to develop specifications.
- Prepares/places advertisements for solicitations, issues solicitations and evaluates responses.
- Conducts pre-bid and pre-proposal conferences.
- Serves as chairperson for RFP evaluation committees.
- Negotiates contracts and contract renewals.
- Monitors the execution of contracts for compliance with contract provisions.
- Performs or assists end users with contract administration procedures.
- Maintains complete documentation of procurement transactions.
- Assists with planning and conducting procurement training workshops for county and school staff.
- Performs related work as assigned.

Hiring range is \$75,000 - \$93,000, plus excellent benefits. For more information or to apply for this position, please visit our career site at www.hanovercountyjobs.com (804) 365-6075.