CITY OF COLORADO SPRINGS
invites applications for the position of:

Procurement Services Manager

SALARY: $7,514.67 - $10,332.69 Monthly

DEPARTMENT: Deputy Chief of Staff

OPENING DATE: 06/01/17

CLOSING DATE: 06/21/17 11:59 AM

FLSA: Exempt position

DESCRIPTION / POSITION OVERVIEW:
The starting salary for this position is between $7,514.67 and $9,393.33.

The City

Colorado Springs, with an estimated population of 457,715, occupies 195 square miles at the base of majestic Pikes Peak – America's Mountain and enjoys nearly 300 days of sunshine per year. Colorado Springs is the state's largest city in terms of area and second to Denver in population. The "Springs" is home to several military establishments, including the Air Force Academy, many colleges and universities, the United States Olympic Committee Headquarters, and over 40 different sports organizations. Colorado Springs is a thriving city with over 30 Fortune 500 companies and a leader in the aerospace and defense industries. It also has a diverse collection of non-profit organizations and businesses with a large number of tourist attractions. Colorado Springs ranked 5th in the US News and World Report 2016 Best Places to Live in the United States, 23rd Best Community for Well-Being by the Gallup-Healthways Well Being Index in 2015, and was a finalist for the All-American City Award in 2013.

The City of Colorado Springs (City), which is among the community's largest employers, is organized as a home rule Council-Mayor form of municipal government with a popularly elected Mayor and nine council members. Learn about the City of Colorado Springs as an employer and what our beautiful city has to offer as a place to live and work by clicking on the following links: http://www.choosecoloradosprings.com/
This information may change annually.

Procurement Services Manager

As the Procurement Services Manager, you will provide professional, expert oversight and management services to the Procurement Services Division. You will manage and participate in the development and implementation of goals, objectives, policies, and priorities for assigned programs. You will also establish, oversee, and manage city-wide Procurement Services standards and procedures.

Essential Job Functions - the basic job duties an employee must be able to perform:

- Implement sourcing strategies to drive cost savings and improve quality and productivity
- Lead and drive stakeholder and subject matter expert engagement to achieve business objectives, including aggressive savings and value improvement projects
- Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures

https://agency.governmentjobs.com/cosprings/default.cfm?action=jobbulletin&JobID=1754984
• Conduct organizational and operational studies and investigations; recommend modifications to programs, policies, and procedures
• Provide exceptional customer care to internal and external customers; maintain positive relationships with vendors
• Draft policies, procedures, and plans; provide guidance for sourcing; and assess and verify compliance with policies and procedures
• Monitor and ensure that City departments and divisions are in compliance with all policies and procedures
• Oversee and participate in the development and administration of the division's annual budget
• Review all requests for contracts and/or procurements under operating and/or capital budgets; determine if requests are appropriate
• Oversee the development of all formal and informal Request for Quotations, Request for Proposals, Invitation for Bids, and related activities
• Prepare and present written and verbal reports to the Chief Financial Officer, Chief of Staff, Mayor, and City Council
• Make appropriate determinations for contract awards, bid rejections, and terminations; prepare arguments to support adjudication of bid protests
• Hire, mentor, and coordinate staff training; establish performance objectives; monitor and evaluate work performance; and take appropriate corrective and/or disciplinary action
• Serve as liaison for the Procurement Services Division with other divisions, departments, and outside agencies

We are looking for candidates who demonstrate:

Knowledge of:

• Operational characteristics, services, and activities of a comprehensive contracting administration program
• Negotiation techniques
• Diplomacy
• Principles and practices of program development and administration
• Principles and practices of governmental contracting administration
• Materials, supplies, and equipment typically used in municipalities and the sources for such products
• Federal Transit Administration third party contracting guidelines
• Federal Acquisition Regulation

Ability to:

• Drive change in a fast paced environment
• Focus on cost containment, innovation, and creativity
• Stay abreast of new trends, innovations, and research
• Attend and participate in professional group meetings
• Interpret, explain, and apply pertinent local, state, and federal laws, codes, and regulations
• Communicate clearly and concisely, orally and in writing
• Establish and maintain effective working relationships

Ideal candidates will also demonstrate:

• Possess Public Purchasing Officer and Purchasing Manager or equivalent certifications

Supervision Exercised: Work requires managing and monitoring work performance by directing subordinate supervisors and includes making final decisions on hiring and disciplinary actions, evaluating program/work objectives and effectiveness, and realigning work and staffing assignments, as needed.

Supervision Received: You will receive limited direction, normally performing assignments according to your own judgment and requesting supervisory assistance only when necessary. Special projects are managed with little oversight and assignments may be reviewed upon
Fiscal Responsibility: You will be responsible for final approval of at least one division/departmental budget and be authorized to approve fiscal/budgeted expenditures up to the amount that requires the approval of Senior Management.


Specialized Computer Equipment and Software: Microsoft Office.

RELEVANT BACKGROUND AND FORMAL EDUCATION:
The selected individual is required to have a bachelor's degree from an accredited college or university with major coursework in business administration, finance, purchasing, materials management, economics, or a related field.

The selected individual will also have a minimum of five years of full-time professional procurement, materials, and contract administration management experience, including three years in a managerial or supervisory capacity.

Finally, the selected individual will possess, or obtain upon hire, and maintain a valid Colorado driver's license.

ADDITIONAL INFORMATION:
Physical Demands: This position requires the ability to lift up to 20 pounds frequently.

Environmental Conditions
Primary Work Environment - Office environment
Extreme Temperature - Never
Wetness and Humidity - Never
Respiratory Hazards - Never
Noise and Vibrations - Never
Physical Hazards - Never
Mechanical and/or Electrical Hazards -Never
Exposure to Communicable Diseases - Never

This job announcement is not intended to include a complete listing of all responsibilities, knowledge, skills, and abilities associated with the position.

Please visit https://coloradosprings.gov/jobs and click on 'Apply for a City Career' > 'City Career Postings – Apply Now' button to complete an online application. All job applicants will need to create a new login and online application (unless you already have a NEOGOV/governmentjobs.com user ID and password).

Completing your application in full, including the entire work experience section, will assist Human Resources (HR) in the applicant screening process. Your application may not be considered if all of the information requested for each employer you list is not provided.

Our NEOGOV application system does not allow you to edit your application after it has been submitted for a position. If you want to make changes, you may submit another application prior to the position's closing date and time listed in the job posting. HR will review the last application you submit for a position.

To view the City's job classifications and descriptions, go to https://www.coloradosprings.gov/human-resources/page/job-classifications-descriptions

To view the status of your application, go to http://agency.governmentjobs.com/cosprings/default.cfm.

To be notified of future career opportunities, go to http://coloradosprings.gov/jic
If hired, you will be required to provide proof of your eligibility to work in the United States.

Equal Opportunity Employer

APPLICATIONS MAY BE FILED ONLINE AT:
http://www.coloradosprings.gov
30 South Nevada Ave, Suite 702
Colorado Springs, CO 80903
719-385-5171
719-385-5171
CityRecruiting@springsgov.com

Procurement Services Manager Supplemental Questionnaire

* 1. Do you have a bachelor's degree or higher from an accredited college or university with major coursework in business administration, finance, purchasing, materials management, economics, or a related field?
   - Yes
   - No

* 2. Do you have five or more years of full-time responsible procurement, materials, and contract administration management experience?
   - Yes
   - No

* 3. Do you have three or more years in a managerial or supervisory capacity?
   - Yes
   - No

* 4. Do you possess, or can you obtain upon hire, a valid Colorado driver's license?
   - Yes
   - No

* 5. Do you possess Public Purchasing Officer and Purchasing Manager or equivalent certifications?
   - Yes
   - No

* 6. Do you have a relative who is employed in the department where you are applying to work?
   - Yes
   - No

* 7. Are you currently a City of Colorado Springs municipal employee?
   - Yes
   - No

* 8. By answering "yes" to this question, I understand the following: - My application may not be considered if it is not completed in full, which includes the entire work experience section. - I am to provide information for at least ten (10) years of my employment history (if applicable) under the work experience section of the application. - I am to provide all information requested even if not designated as a required field by NEOGOV's recruiting software. (This software could not be modified by Human Resources to require the completion of all fields.)
   - Yes, my application is completed in full.
☐ No, my application is not completed in full.

* Required Question