



POSITION DESCRIPTION  
**Procurement Analyst III**

TITLE:	Procurement Analyst III
LOCATION:	401 Hungerford Drive, Rockville, Maryland
TYPE OF POSITION	Permanent, Full-Time employee
START DATE:	ASAP
SALARY:	\$53,684/year
HOURS:	40 hours per week, Monday - Friday
REPORTS TO	Department Supervisor

**OVERVIEW** -- Develop and Manage Requests for Proposals (RFPs) and Solicitations

Complete RFPs as assigned (ranges from 3 to 5 per FY). Completion includes highly complex project management for the entire solicitation process from developing the solicitation to writing the new contract(s) that result from the RFP and issued Notice to Proceed (NTP) authorizing service start. Other Solicitations (such as Opens and Invitations for Bid (IFB)) may be assigned. Preparing a work schedule for solicitations, and keeping on schedule by coordinating with multiple County Employees who are not direct reports is essential to this position. Although this position will not be supervising anyone, this calls for advanced organizational, project management and supervisory skills.

**EDUCATION/EXPERIENCE:**

- Master's degree in Business Administration, Social Work, English, Public Policy or equivalent.
- Minimum 8 years of experience in Contract Management,
  - 5 years of which must be experience with purchasing for the Public Sector.
- Must have a minimum of 8 years demonstrated experience writing amendments, contracts and solicitations; negotiating contracts, performing price analysis, and interpreting public regulations and policy.
- Must have a minimum of 5 years experience with computer systems that used for contract management and a minimum of 3 years experience with

fiscal and enterprise computer systems such as Oracle e-Business or similar.

- Must have a minimum 5 years demonstrated experience and proficiency with Access databases; excel spreadsheets, Microsoft Power Point, Adobe PDF Professional and Word.

## **JOB RESPONSIBILITIES:**

Develop new contracts and complete all other Actions on existing contracts as assigned. This includes non-competitive solicitations, contracts with a Public Entity, Sole Source and all other contracts not related to a solicitation and all amendments. Extensive Knowledge of Procurement Regulations and Processes, County Code, Oracle e-Business, and Insurance requirements is essential. Responsible for ensuring that contract specific Insurance Requirements are on file, and that Insurance Certificates and approvals by the Office of Risk Management are current. New contracts and other actions are completed within timelines required by service needs. Employee is responsible to track each new contract and action from submissions of the Contract Action Worksheet (CAW) to NTP to ensure timeliness. This position will also be required to review contract actions completed by other employees. Review will include checking for proper grammar, legality, form, appropriateness of action per the terms of the contract, fiscal appropriateness and contract budget review. This type of review requires an extensive knowledge of fringe rates, indirect rate, operating costs, the ability to read financial statements of vendors and a comprehensive knowledge of regulations.

Create and maintain tracking databases/computer applications as required. Update and maintain all CMT tracking tools (Access, Excel, ad-hoc spreadsheets, etc.) on a weekly basis. If needed, create or aid in the creation of new tools to ensure that all work items are done efficiently and are tracked for timeliness and completion.

Customer Service: Excellent customer Service skills demonstrating ability to work with multiple process stakeholders including DHHS Program staff, the county Attorney's Office the Office of Procurement, Risk Management and Vendors is required. Demonstrates cooperation, skill and resourcefulness in supporting the needs of CMT and Program staff. Attends and actively participates in contract Management Team meetings. Participates in feedback sessions with Management when requested. Participates in meetings with Program staff, Procurement staff and other partners as required. Participates in training and networking opportunities as required. Demonstrates initiative and resourcefulness in exploring improvements in support of the contracts process.

Children, Youth and Families Liaison: Employee is to act as the primary liaison between CMT and Children Youth and Families (CYF). This includes providing advice and guidance to CYF staff and serving as the expert in CMT on all items related to CYF contracts. The Liaison is also responsible for tracking all Experiencing Contracts in CYF and coordinating with program staff to obtain renewal CAWs at least 2 months prior to renewal, or per the year-end Renewal schedule. Demonstrated expertise and knowledge of children's services and the skill to translate these service program requirements into meaningful written contract requirements and language.