

PROCUREMENT SYSTEMS MANAGER

Definition

Under direction, to manage, plan, direct, and oversee the business processes and system application activities related to the County-wide Procurement function.

Distinguishing Characteristics

The Procurement Systems Manager reports directly to the Procurement Director and is responsible for managing and upgrading the County's Procurement systems, services and interfaces. The Procurement Systems Manager is further responsible for the management of business functions that include Request For Proposals and vendor management, in addition to strategic planning for future applications and functions. Functioning in a liaison capacity, the Procurement Systems Manager combines business-planning expertise with information technology knowledge to analyze and translate the Procurement Department's business requirements into system deployments of both Countywide and Departmental computer systems.

Typical Tasks

- Plans, directs, organizes, coordinates, and manages an e-Procurement/e-Sourcing/ Collaboration systems application and departmental information systems;
- Establishes standards and procedures for optimum design, access, response, and expansion of the e-Procurement systems to solve complex, high impact design/development/support problems;
- Interviews, selects, trains, supervises, motivates, evaluates, and disciplines subordinate staff;
- Consults with systems and application programmers to facilitate program modification and efficient timely transaction processing;
- Troubleshoots complex issues, identifies problem areas, and makes corrections to the system set-up as needed;
- Researches available technologies, compares costs and benefits, and evaluates and recommends solutions;
- Facilitates strategic and operational planning to include business process re-engineering and future applications related to Procurement;
- Establishes goals and metrics for systems to reduce labor requirements, ensure appropriate vendor costs and provide improved and enhanced services to County staff and trading partners;
- Reviews requirement documents, functional and technical specifications and provides input for completeness and accuracy of the required statement of work;
- Acts as a liaison with other public and private agencies and provides required enhancement information on activities related to e-Sourcing/ e-Procurement applications;

- Prepares technical reports, correspondences, and represents department at technical and functional decision meetings;
- Minimizes unplanned downtime through proactive planning and resource management;
- Provides guidance and support services to County Departments and Agencies;
- Oversees the monitoring and auditing of data to ensure accurate transaction processing;
- Works with application administrators and administrative personnel to develop and administer system solutions;
- Manages development of test scenarios, scripts and acceptance criteria for the testing of approved changes to the system;
- Reviews change proposals; researches available technology, prepares cost/benefit analysis and makes recommendations;
- Oversees the activities that support all system setups, changes, modifications and the accuracy of data entry;
- Performs other related work as required.

Employment Standards

Sufficient training, education and experience that demonstrate the ability to perform the above tasks and possession of the knowledge and abilities listed below.

Experience Note: The knowledge and abilities required to perform this function are typically acquired through training and experience equivalent to possession of a Bachelor’s degree in Business Administration, Computer Science, Information Technology, Management Information Systems, or closely related field.

AND

Five (5) years of recent increasingly responsible project management experience in financial systems, enterprise resource planning systems, or other related systems which must include systems implementation, and two (2) years of professional level procurement work experience. One (1) of the seven (7) years of experience must include supervision of staff.

Possession of a valid California Driver’s License prior to appointment and the ability to qualify for and maintain a County Driver’s Permit.

Knowledge of:

- Principles and practices of technical problem solving;
- Principles and practices of supervision, training and staff development;
- Business processes, operating practices and the organizational structure of a Procurement department;
- Long term strategic management and technical planning;
- Application development life cycle and design application principles;
- Principles and techniques of software and system quality assurance and control;
- Business system applications;
- Principles and practices of producing project and technical documentation;
- Application configuration and quality assurance;

- Cost accounting, work breakdown structures, overheads, and procurement;
- Business practices related to procurement ;
- Techniques of project management and coordination, budget estimation and preparation, and technical report writing for both technical and non-technical audiences.

Ability to:

- Understand highly complex financial and procurement systems
- Select, implement and manage the financial and procurement systems, including problem resolution, upgrades, and maintenance;
- Maintain effective working relationships with other staff, senior management and customers;
- Supervise, train, and monitor the work of others;
- Develop strategic plans for future applications and changes in business processes;
- Develop policies, procedures, guidelines, and training where required;
- Make presentations and communicate effectively, both orally and in writing, to technical and non-technical audiences;
- Respond effectively to emergency situations, define problem, and develop and evaluate alternatives;
- Work effectively under stress and pressure and meet deadlines;
- Direct project staff by assigning and prioritizing tasks, support effective performance, and meeting project deadlines;
- Develop and evaluate project plans, and reallocate resources as necessary to maintain project progress;
- Negotiate and influence effectively;
- Analyze and solve problems at a conceptual level.

New – JN