Administration Program Management Supervisor Position Number: 026663
Division of Enterprise Operations
Knowledge Management, Improvement and Training (KIT) Section Chief

Position Summary:

This position supervises and provides direction for the State Bureau of Procurement's Knowledge Management, Improvement and Training (KIT) section and is responsible for managing and directing the development, provisioning, and program management of the supporting knowledge and information that is critical to successful public procurement practices, policies and procedures. In addition, the position will manage and maintain the bidder and agency notification system. This position will provide support to the bureau's efforts of sourcing and contracting. The position coordinates input from bureau management on procurement rules and procedures internally to the bureau, externally to agencies. The position will manage and direct the utilization of the SciQuest e-catalog system and its interface with the PeopleSoft ERP system. The position manages outreach and training to state agencies, vendors, local governments, and professional organizations.

Responsibilities include oversight and direction of the statewide e-catalog system and the reengineering of existing state procurement processes. This position will be responsible for recommending and development of training and change management programs related to e-procurement and e-catalog functions as well as developing a central repository of procurement best practices and distribution of knowledge based on the centralization and document management that systemizes institutional knowledge of the collective expertise and experiences of the Bureau.

The individual in this position performs with a high degree of independence and represents the bureau in meetings with administrators of programs, agency heads-and the legislature. The activities are performed under general supervision of the Bureau Director of the State Bureau of Procurement and top agency management.

Goals

45% A. Supervise and coordinate the duties and activities of the Knowledge Management, Improvement and Training (KIT) section.

A1. Direct section staff, assign and provide advice and direction on tasks and projects.

- Develop performance standards and evaluation goals; review same with each staff member in accordance with DOA/DPM directives. This task to be performed annually.
- Handle all section personnel issues in accordance with DOA/OSER guidelines.

A2. Conduct recruitment process and recommend hiring of staff to fill vacant positions. Complete necessary personnel actions and procedures and develop staff proficiency.

- Prepare materials to justify continued staffing. Revise position descriptions.
- Develop exams appropriate to the position level and duties to be performed.

- Develop interview questions and conduct interviews following established guidelines and recommend hiring.

- Complete all necessary personnel paperwork.

A3. Review and manage section budget and provide recommendations to the Bureau Director as requested.

15% B. Provide technical procurement consultation for the utilization of the statewide ERP and e-procurement systems as well as the vendor and agency notification system.

B1. Identify alternative solutions and recommendations to complex business problems and issues and work with KIT team members and key stakeholders to determine satisfactory approach.

B2. Provide technical and management consultation to reengineer and standardize existing procurement processes and policies.

B3. Identify opportunities to streamline procurement business processes to effectively utilize the ERP system for procurement processes.

B4. In coordination with bureau management develop strategies for the most effective use of technology tools in procurement projects and training efforts

B5. Work with the business intelligence leadership and STAR support office on coordinating the advancement, testing to expand and optimize technology tools (the ERP system) and related reports and data related to develop meaningful procurement reports and metrics.

20% C. Provide technical and management consultation for the utilization of the statewide SciQuest e-catalog system and other e-procurement systems and tools.

C1. Work with SBOP and state agency purchasing staff to identify and prioritize contracts for conversion to the e-catalog system

C2. Work cooperatively with SciQuest technical staff to identify the best catalog option for each catalog that is converted

C3. Work with agency and SBOP staff to identify contracts that will be hosted by the State

C4. Develop criteria, processes, policies and procedures for state hosted contracts

15% D. Provide technical and management consultation on change management and training state staff and vendors in the use of new e-procurement, e-commerce and bidder/agency notification systems.

D1. Develop effective working relationships with state agency purchasing staff at all major agencies through frequent contact with agency purchasing directors, active leadership in the State Agency Purchasing Council, Inter-Agency Purchasing Council and other various stakeholders.

D2. Systemize and make available for distribution current best practices as required.

D3. Assist in conducting benchmark and process redesign activities that lead to improving performance of the procurement function.

D4. Work with e-catalog vendor and SBOP training officer to develop multimedia training programs related to ERP and e-catalog procurement functions for state agency staff and vendors.

5% E. Participate in other functions relative to the Bureau.

E1. Participate in Bureau and Division initiatives and projects.

E2. Complete various assignments offered by the State Purchasing Director and Division Administrator

KNOWLEDGE, SKILLS AND ABILITIES

1. Theories and principles of organization and management
2. Knowledge of public procurement practices and procedures
3. Knowledge of project management procedures
4. Current management theories and the principles and practices of management and supervisory techniques
5. Knowledge of policy development and evaluation
6. Operational budget process and procedures i.e., biennial budget process
7. Computer Skills i.e., Microsoft Products Word, Excel, PowerPoint, Web based technology
8. Database management skills
9. Problem solving techniques
10. Recordkeeping skills
11. Oral and written communication skills
12. Skill and ability to reach consensus on potential conflict issues
13. Skill in and ability to prioritize tasks and respond to issues determined to be critical and/ or urgent
14. Knowledge of effective practice of team building concepts
15. Ability to establish and maintain effective working relationships with associates, subordinates, management, and business partners
16. Knowledge of utilization of LEAN methodology to assess or reengineer, as needed and standardize existing processes.
17. Knowledge of change management techniques.
18. Knowledge of procurement practices in government or in a large environment.
19. Ability to develop standard operating procedures, written policies, and procedures