

## Manager, Office of Contracts & Purchasing

ADMINISTRATIVE ANALYST V (AA V)

JOB RECRUITMENT #17-14

<b>SALARY RANGE</b>	Mid \$90,000s to Low \$100,000s (position level & salary commensurate with education & experience)
<b>LOCATION</b>	Office of Contracts & Purchasing
<b>CLOSING DATE</b>	When position is filled
<b>AREAS OF CONSIDERATIONS</b>	All sources

The Delaware Valley Regional Planning Commission (DVRPC) is the Philadelphia region's Metropolitan Planning Organization. We believe DVRPC is a place to work, learn, and create a career in a professional and stimulating environment that values diversity, innovation, and bringing your best self to work. If your background and experience match the following high-level vacancy, we would like to hear from you.

### Job Description

This is highly professional administrative work in the preparation and administration of contracts and the management of the procurement process both for the receipt and disbursement of funds. An employee in this class is responsible for planning, directing and coordinating all contracts in which DVRPC is a signatory party. Work is performed in accordance with general agency policies. Responsibilities include supervising and assisting the contracts and purchasing staff. Other professional, technical, and clerical personnel may be utilized for the completion of complex or time critical assignments.

### Responsibilities

- Reviews all DVRPC contract documents in accordance with all applicable federal, state and local laws and regulations.
- Reviews all DVRPC grant applications and contracts for signature by the Executive Director and submittal to the appropriate funding agency.
- Directs the administrative negotiation of contracts and grants with various federal, state, and local agencies, as well as DVRPC consultants, for the annual Work Program and special projects.
- Controls and monitors all Grants, Contracts and Subcontracts. Communicates and coordinates contract end dates, requests for no cost time extensions (NCTE), contract compliance requirements, and process reporting.
- Establishes systems as needed to monitor, track, update and report on contracts, monitoring, RFPs, and all purchases and procurements.
- Coordinates with Accounting and Administrative staff on budget development and assembly of data and financial information necessary for reports as required by funding agencies and by management.
- Reviews, directs, and coordinates all Requests for Proposals (RFP), consultant selection process, and all subcontracts issued by the Commission.
- Evaluates and determines the Commission's insurance needs, and identifies and negotiates with insurance broker(s) to secure necessary coverage.
- Reviews monthly, quarterly and annual progress reports by program and project to assure contract compliance.
- Provides oversight and review of all purchase requisitions, and supervises and assists purchasing staff. Coordinates as needed with Comptroller and Executive staff.
- Develops and prepares a contracting and procurement policy and procedures manual. Assists in the development of Commission policies and regulations and recommends the revision of policies and regulations.
- Develops goals and policy, and acts as a liaison to monitor and report on MBE/DBE issues with FHWA, FTA, PennDot, NJDOT and the New Jersey Governor's Authorities Unit.
- Performs related work as required

### Qualifications

- Extensive knowledge of the principles and practices of government purchasing and contract preparation and administration, including the applicable laws in the Commonwealth of Pennsylvania and the State of New Jersey.
- Extensive knowledge of applicable federal, state and local laws and regulations pertaining to the receipt of grants and dispersal of funds through contracts to sub-contractors and consultants
- Thorough knowledge of 2 CFR 200 (Uniform Guidance), particularly for subrecipient risk assessment and monitoring, and procurement standards
- Thorough knowledge of MBE and DBE requirements as applicable to the receipt and dispersal of federal and state funds.
- Thorough knowledge of the principles and applications of contract law in the Commonwealth of Pennsylvania and State of New Jersey.
- Ability to present results of research and analysis effectively in oral, written, and graphic form.
- Ability to plan and organize complex administrative tasks and to supervise the work of assigned personnel.
- Ability to establish and maintain effective work relationships with associates, member government personnel, and the general public.
- Demonstrated PC skills, including but not limited to, word processing, databases, and spread-sheets.
- Ability to supervise and coordinate the work of a subordinate staff.
- Ability to comprehend contract terminology and negotiation procedures.

### Experience & Training

To classify as Level AA V, a minimum of seven years of progressively responsible professional administrative experience in public procurement, contract development and administration, and at least two years of supervisory experience, is required. Training may have been gained through graduation from an accredited college or university. A Master's degree or a full year of intern or co-operative education experience can be substituted for one year of experience.

To learn more about our work culture and benefits, visit our website: [www.dvrpc.org/HumanResources/](http://www.dvrpc.org/HumanResources/). DVRPC IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER. FULL CONSIDERATION WILL BE GIVEN TO ALL ELIGIBLE, QUALIFIED APPLICANTS WITHOUT REGARD TO AGE, ANCESTRY, COLOR, DISABILITY, DOMESTIC OR SEXUAL VIOLENCE VICTIM STATUS, ETHNICITY, FAMILIAL STATUS, GENDER IDENTITY OR EXPRESSION, GENETIC INFORMATION, MARITAL STATUS, MEDICAL CONDITION (INCLUDING PREGNANCY), NATIONAL ORIGIN, RACE, RELIGION, SEX, OR SEXUAL ORIENTATION. MINORITY, DISABLED, AND VETERANS CANDIDATES ARE ENCOURAGED TO APPLY. NOTE: MUST HAVE PERMANENT RESIDENCY STATUS AND WORKING PAPERS.

TO APPLY, SEND RESUME / CV WITH COVER LETTER TO HUMAN RESOURCES VIA:

EMAIL: [RESUMES@DVRPC.ORG](mailto:RESUMES@DVRPC.ORG); OR

FAX: 215-592-9125; OR MAIL: 190 N. INDEPENDENCE MALL WEST / 8<sup>TH</sup> FLOOR / PHILADELPHIA, PA 19106-1520