

# METROPOLITAN WASHINGTON COUNCIL OF GOVERNMENTS

IMMEDIATE OPPORTUNITY

## COOPERATIVE PURCHASING PROGRAM MANAGER

Grade 9: \$76,672 to \$90,000

The Metropolitan Washington Council of Governments (COG) is a 501c3 membership association of more than 250 local, state and federal elected officials representing 22 city and county governments in the National Capital Region. Established in 1957, COG has significant policy and program responsibilities in such important areas as transportation planning, environmental protection, public safety and health, and housing and community planning. The COG Board of Directors is comprised of 34 elected and appointed officials from the District of Columbia, Suburban Maryland and Northern Virginia and has overall policy, budget and administrative oversight for COG. The COG Board is supported by the Executive Director and a team of approximately 125 management, professional technical and administrative staff. COG is funded by annual membership assessments from 22 local governments in the National Capital Region and several federal, state, foundation and private sector grants and contracts.

### SUMMARY

This is a program management position reporting directly to the Contracts and Purchasing Manager and will work closely with the Deputy Executive Director and Executive Director, as well as staff, department directors and member jurisdictions.

The position will lead the Regional Cooperative Purchasing Program (RCPP) for the Metropolitan Washington Council of Governments responsible for planning and directing the ongoing activities of the RCPP.

The position works with staff and COG member agencies to identify and facilitate cooperative purchasing opportunities that will benefit the region by leveraging savings through volume buying as well as promoting contract riding to realize cost savings on procurements. The position is also tasked with finding ways to create revenue to sustain and build the program.

The work also requires coordination and communication directly with the Baltimore Metropolitan Council (BMC) in support of the Mid-Atlantic Purchasing Team, with local governments, suppliers, as well as COG staff.

### EXAMPLES OF WORK

- Organizes, facilitates, and manages individual cooperative purchases and acts as a “deal maker” in collaboration with participating organizations. Leads and coordinates regional cooperative purchasing program and manages supporting staff.
- In collaboration with COG Contracts and Purchasing Manager, develops agendas and directly supports COG’s Chief Purchasing Officers Committee (CPOC).
- Develops and implements tools to enable effective program communication including on-line listing of purchasing opportunities and communication systems to promote and facilitate cooperative purchases.
- Develops an effective method to measure program effectiveness and member return on investment, working to achieve goal that each member receives at least twice the value of their membership dues.
- COG lead spokesperson for cooperative purchasing program with peer technical audiences, buyers, and policy audiences

- Coordinates with Government Relations and Membership Services Coordinator and Communications Office on development of marketing and outreach materials to promote benefits and participation in cooperative purchasing
- Assembles and presents reports to senior management and other staff as required and prepares presentations and participates as required in conferences, meetings, and other public events.
- Stays abreast of national best practices through engagement with peer organizations involved in cooperative purchasing and designs promotional and educational events on cooperative purchasing program

### **SUPERVISORY RESPONSIBILITIES**

This position may supervise professional and administrative level position, and could oversee the work of contractors.

May be involved in training employees; assigning, and directing work; providing input on performance appraisal; addressing complaints and resolving problems.

### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties. Requires the ability to work on multiple projects with competing deadlines.

- Ability to: exercise discretion and sound judgment; follow complex oral and written directions; work independently, efficiently, and in conjunction with others; ability to make decisions in accordance with established policies and procedures;
- Thorough knowledge of business arithmetic and accounting
- Strong coordination and organizational skills
- Strong leadership and management experience, plus ability to work effectively with all levels of staff.
- A working knowledge level of Microsoft Office and Microsoft Outlook are required. Experience with and continuing use of other software programs including website updating and online databases.
- Demonstrate exceptional oral, written, and interpersonal communication skills and the ability to express ideas clearly and concisely and maintain effective working relationships with other employees, officials and the public.

### **EDUCATION AND EXPERIENCE**

Master's degree in Purchasing, Public Administration, Business Administration, Accounting, Finance or a related field of study is required.

Must have at least seven years of professional experience in business and administrative functions, five years of which must be professional experience in evaluating product and services

specifications, vendor evaluation and selection, bid process for the procurement of goods and services, and at least three year's management/supervisory experience in directly related field.

Must have a strong familiarity with various products, services and market structures particularly by local government agencies. Strong marketing experience in those markets.

Strong accounting, revenue and expense forecasting and reporting experience. Knowledge of cooperative purchasing programs and prior management experience for cooperative purchasing programs strongly preferred.

*Preferred.* Master's degree in Purchasing, Public Administration, Business Administration, or a related field of study, knowledge and understanding of local government procurement procedures, and related services and government accounting principles and insurance terminology.

*Desired.* A background in marketing and/or sales. Direct experience with nonprofit and local governments.

#### **CERTIFICATES, LICENSES, REGISTRATIONS:**

A good driving record and a valid driver's license are required so that visits can be made to jurisdictions throughout the COG area using the COG car.

Professional NIGP certifications as a CPPB and/or CPPO a plus.

#### **EEO EMPLOYER**

To apply for this position, please submit your cover letter, resume, writing sample and salary requirements to:

777 North Capitol Street, NE  
Suite 300 - Attention: OHRM  
Washington, DC 20002-4239

Or visit our website at: [www.mwcog.org](http://www.mwcog.org)

Fax: 202-962-3715

