



Alaska Industrial Development and Export
Authority

Job Description

PCN (s)	08-X019 AND 08-X098
JOB TITLE	CONTRACTING OFFICER
LOCATION	ANCHORAGE
RANGE	FLEX 20/22
REPORTS TO	CHIEF PROCUREMENT OFFICER 08-0220
FLSA EXEMPT	YES
REVIEWED BY (NAME AND DATE)	TOM ERICKSON NOVEMBER 2017
APPROVED BY (NAME AND DATE)	LINDA SENN NOVEMBER 2017

POSITION PURPOSE:

Manages and coordinates procurements for AIDEA and AEA. Manages bids and proposals, including the negotiation and issuance of contracts. Works directly with project managers on projects such as the Ketchikan shipyard and construction of power houses or other facilities for rural Alaskan communities. Procures supplies and services by preparing, soliciting, evaluating, negotiating, awarding, administering, and managing contracts. Responsible for informal and formal construction and non-construction procurement of services, equipment, transportation, maintenance, materials, and repairs. Negotiates high visibility, politically sensitive and complex contracts. Develops agreements and processes that result in both the expenditure of funds and generation of revenue. This position also has responsibilities relating to facilities and grounds management.

ESSENTIAL FUNCTIONS:

Solicit and Award Contracts

- Determines method of procurement in accordance with applicable state procurement codes, federal laws, and regulations applicable to federal-aid contracts. Provides guidance (logistics and scheduling) to project managers and engineers. Works with program experts to develop specifications and award criteria for formal procurements. Performs competitive market research.
- Processes formal solicitations and establish contracts in accordance with applicable state procurement codes, federal laws, and regulations as are applicable to state and federally funded projects. Evaluate, negotiate and award contracts for a variety of projects and services including professional services, construction materials, non-construction goods and maintenance and repairs.
- Negotiates and writes non-standard terms and conditions. Drafts original documents requiring substantial independent judgment to select and develop methods to reach an agreement.
- Publishes solicitations, receives responses, evaluates, and performs cost analysis for bids and proposals. For proposals, instructs evaluation committee members on application of award criteria, and oversees evaluation meeting and process.
- Makes determinations with respect to solicitation protests, appeals, claims and contract disputes within department delegated limits. Represents the Agency's interest when preparing for litigation.

- Makes award determination and issues Intent to Award.
- Negotiates final contract terms and price, and ensures elements required by state statutes and federal regulations are included in the contract.
- Approves and awards contracts within delegated authority.

Contract Management and Compliance

- Administers contracts; prepares rate and cost adjustments, coordinates time extensions, incorporates change orders, issues cure notices, signs letters and terminates contract when required. Monitors contract expiration and expenditure levels.
- Monitors contractors on federally funded projects to ensure compliance with applicable DBE/MBE, EEO, and other federal-aid contract requirements.
- Assists project managers with contract transactions unique to AEA and AIDEA. Tasks include making determinations as to applicable laws and procedures based on the nature and type of expenditures, contacting the Department of Law and coordinating with the Project Managers and Executive Director as required.
- Provides support for AIDEA and AEA construction services, materials, and professional services as needed. This includes peer review of documents, conducting bid openings/evaluation of proposals, reviews claims and protests.
- Provides reports to management on contract status.

Grant Review

- Assists management and project managers with grant transactions unique to AEA and AIDEA.
- Tasks include making determinations as to applicable laws and procedures based on the nature and type of expenditures,
- Reviews grantee procurement policies and procedures and make determinations as to applicable laws based on the type of funding source.
- Contacts the Department of Law and coordinating with the Chief Procurement Officer, Project Managers and Executive Director as required.

Facility Oversight/Coordination

- Facilitates the day-to-day activities of the office buildings and grounds on Northern Lights and general work on warehouse on Commercial drive.
- Manages operations and maintenance contractor including reviewing invoices, monthly financial reports, annual business plans and annual management reports.
- Provides internal coordination for special inspections (fire marshal, fire alarm, elevators, etc.).
- Conducts weekly walk-throughs of the buildings with operations and maintenance contractor.
- Monitors and respond to building help emails.
- Coordinates with Procurement on bids, quotes, and contracts.
- Works with Human Resources on office moves and furniture requests.
- Coordinates with IT to schedule equipment moves.
- Special projects as assigned.

Other Duties

- Develops, implements, manages and enforces policies, procedures and standards for the Agency's procurement and contracting functions. Responsible for the title VI DBE Program. Trains, coaches and counsels Directors and Project Managers in procurement regulations, procedures and processes. Also provides community outreach.
- Reimbursable Services Agreement (RSA). Prepares draft RSAs and amendments based on input from project managers, management, finance, and other state agencies for both AIDEA and AEA. Monitors the review and signature process; ensures timely processing of RSAs to include reviewing information, verifying budgets, and tracking the documents through the process. Completes the requisition in the Navision accounting system for commitment against the project budget. Coordinates with the other state agencies and the DCCED budget manager in the processing of RSA's including amendments and closeouts.
- Manages the M&O, construction contracts and agreements for department owned buildings and parking lots. Acts as emergency contact for building.
- Provides procurement training for staff and contractors as needed.
- Develops, implements, manages and enforces policies, procedures and standards for the Agency's procurement and contracting functions. Trains, coaches and counsels Directors and Project Managers in procurement regulations, procedures and processes. Also provides community outreach.
- Facility Oversight/Coordination of the day-to-day activities of the office buildings and grounds on Northern Lights and general work on warehouse on Commercial drive.
- Coordinates activities concerned with the operation, repair, maintenance and construction of equipment, buildings, and grounds. Formulates procedures for use in event of accidents, fires, or other emergencies. Inspects plant facilities or reviews inspection reports, to determine repairs, replacement, or improvements required. Assembles and analyzes contract bids and submits bids/recommendations to superiors for action.
- Manages the master policy for construction phase general liability and contractors pollution liability insurance for the Rural Energy Group bulk fuel facilities and rural power house program

PHYSICAL REQUIREMENTS AND POTENTIAL HAZARDS

While performing the duties of this job, the employee is frequently required to sit; use hands or fingers; handle or feel; talk and hear. The employee is occasionally required to reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

TECHNOLOGY, EQUIPMENT, SYSTEMS, AND TOOLS

Requires advanced skills in word processing, database software, and spreadsheets. Requires basic skills with email and general office equipment.

CRITICAL KNOWLEDGE, SKILLS, AND ABILITIES:

- Strong knowledge of purchasing procedures used in government agencies for both routine and non-routine purchases and the means of justifying their use.
- Skill in analyzing complex issues and situations, ability to draw logical conclusions, propose viable solutions and courses of action.
- Exemplify a high level of reading, interpreting, explaining and applying complex rules, regulations and procedures.
- Ability to communicate effectively with others, both orally and in writing. Ability to deal firmly and tactfully with the public, vendors and managers. Also must have strong and concise writing skills.
- Ability to perform detailed research and strong personal computer knowledge. Some basic business law and accounting skills are desired.
- Familiarity with requirements in the solicitation documents, contract terms and what the state requires.

- Knowledge of differences between individual funding source rules unique to the grant agencies. Dealing with both state funds and many federal agencies that regulate grant funds that pass through the Authority. Researching the regulations is sometimes necessary. Compliance is a huge part of this position.
- Ability to perform business math; complex addition, division, multiplication, weights and measures.

DESIRED QUALIFICATIONS:

Bachelor's degree in business or a related field strongly preferred; 5 years-experience in a purchasing role in order to show proficiency soliciting competition, knowledge of bidding, proposals and contract resolution. Must have knowledge of construction procurement and have or be able to obtain appropriate warrant certificates from Alaska Department of Transportation and the Department of Administration. CPM, CPSM, or CPPO certifications are also desired but not required.

SUPERVISION

In absence of the Chief Procurement Officer (CPO) and the Senior Contracting Officer, may assume CPO responsibilities which could include supervision of staff and approval of contracts.