
	JUDICIARY OF GUAM	HUMAN RESOURCES DEPARTMENT JOB STANDARD
CLASSIFICATION TITLE: PROCUREMENT CONTRACT SUPERVISOR		EFFECTIVE DATE: October 2017
PAY GRADE: O	TOTAL HAY EVALUATION POINTS: 466	POSITION STATUS: [X] Classified [] Unclassified [X] FT [] PT
FLSA CATEGORY: <input checked="" type="checkbox"/> Exempt [] Non-Exempt		EEO CATEGORY: TECHNICIAN
REPORTS TO: P&FM Administrator		APPROVED BY: 

NATURE OF WORK:

Responsible for the contract writing and administrative monitoring in conjunction with procurement of commodities, equipment, and services in support of the Judiciary of Guam operations. Responsible for the active management of contractual purchases from initial bid to contract close out and vendor evaluation. Ensures the contract deliverables are timely and in conformance with the purchase terms and conditions.

ESSENTIAL FUNCTIONS: (This is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the incumbent for this position. Duties, responsibilities and activities may change at any time with or without cause.)

Manages contract procurement; oversees the Request for Information (RFI), Request for Proposals (RFP), Request for Qualifications (RFQ) and Invitations for Bids as necessary for procurement.

Prepares the bid packages, advertisements, methods of solicitations, purchasing plans; and ensures necessary funds are available in support of the purchases.

Manages, supervises, and coordinates activities required for purchases; determines work procedures; prepares work schedules and determines methods for expediting workflow.

Facilitates the work of evaluation committees and processes.

Ensures evaluation committee's work is brought forward to the Administrator or designee in a timely manner in order to get proposals reviewed and approved as necessary.

Conducts regular review of expiring contracts and submits information to appropriate managers for determination of future contract submissions in a given program area.

Conducts vendor performance evaluations and develops performance measures and standards.

Ensures consistent interpretation and application of laws, rules, policies, and procedures.

Monitors for insurance and bonding compliance prior to routing the contract through for approval.

Ensures contract amendments are complete and compliant with policies and procedures.

Monitors vendor performance throughout the contact term; ensures all deliverables are met; intervenes as needed to identify and resolve problems or issues as needed.

Ensures contract documentation and records are accurate and complete; including all correspondence and evaluations.

Adheres to and complies with all promulgated policies, standards, and codes of ethical conduct.

Performs other related duties as assigned.

MINIMUM KNOWLEDGE, ABILITIES & SKILLS:

Knowledge of principles and techniques of acquisition planning, development, and implementation.

Knowledge of contract development, administration, and termination techniques.

Knowledge of contract management techniques.

Knowledge of contract types, methods, and techniques including cost and incentive contracting award.

Knowledge of contract negotiation techniques.

Knowledge of laws, regulations, and rules associated with contract development, administration, and termination.

Knowledge of the operation of personal computers and the use of specified computer applications, such as word processing and spread sheets.

Knowledge of principles and techniques of preparing a variety of oral presentations.

Skilled in the use of independent judgement and effective decision making in the application of a wide variety of laws, policies and procedures, and in effective problem solving.

Skilled in contract, monitoring, project and program management, development and implementation.

Ability to write, edit and manage contracts and grants.

Ability to use initiative and independent judgment within general policy guidelines.

Ability to manage, monitor, and provide direction to a variety of people and agencies.

Ability to apply federal and local laws and regulations within the scope of this work.

Ability to organize, prioritize, and coordinate multiple work activities and meet critical deadlines.

Ability to develop and implement goals, objectives, policies, procedures, and work standards.

Ability to develop effective work teams and motivate individuals to meet goals and objectives and provide customer services in the most effective and efficient manner.

Ability to supervise and direct work associated with complex contracting and procurement assignments and projects.

Ability to communicate effectively, orally and in writing.

Ability to establish and maintain effective working relationships with those contacted in the course of the work.

MINIMUM EDUCATION, EXPERIENCE & TRAINING:

Graduation with a Bachelor's degree from a recognized college or university with major course work in business administration or a closely related field and three (3) years of professional procurement and contracting experience.

REQUIRED QUALIFICATIONS /LICENSES/CERTIFICATES:

Certification of Enrichment (Modules 1-4) from G.C.C.