

**The Governor's Office of Storm Recovery  
Job Description**

**Title:** Senior Procurement Manager  
**Department:** Operations  
**Reports to:** Director, Operations  
**Direct Reports:** Procurement Associate  
**Effective Date:** April 2014

Position Summary

The Senior Procurement Manager is responsible for developing, managing, administering and supervising the Governor's Office of Storm Recovery's procurement of goods and services in accordance with regulations and policies.

**Responsibilities include, but are not limited to:**

- Developing and overseeing process for contracting services for major procurements, as well as the purchase of supplies, equipment, and materials, ensuring compliance with all federal and state procurement regulations, and internal processes.
- Guiding and assisting office staff in the preparation of bid invitations (including scope of work and specifications development), along with the analysis of bids and the award of contracts.
- Leading in the sourcing of goods and services, and negotiation of prices and contracts.
- Ensuring that files containing all information regarding purchases and services are kept in an orderly fashion.
- Working closely with finance and accounting staff to ensure that vendors are paid on schedule.
- Working closely with the Department of Housing and Community Renewal to identify areas for shared services collaboration, and adherence to procurement requirements.
- Helping to developing trainings and other communications that informs staff of personnel of purchasing procedures and regulations; maintains purchasing records.
- Serving as office representative to obtain service or product information throughout the procurement process.
- Performing research concerning new products or services.

**Qualification Requirements:**

- Bachelor's degree in accounting or finance or related field
- A minimum of 7 years' experience in a procurement management role
- Public sector procurement or financial management experience is preferred.
- Ability to work in fast paced, evolving environment
- Ability to use MS Office - Word, Excel, Outlook, PowerPoint
- Ability to work in a team and independently
- Ability to handle multiple priorities
- Strong organizational and interpersonal skills
- Professional work ethic with a positive outlook