

NYE COUNTY EQUAL EMPLOYMENT OPPORTUNITY

Purchasing & Contracts Administrator

Comptroller / Finance Department

Under general direction of the Comptroller, plans, assigns, supervises and monitors the daily work activities of subordinate staff. Responsible for the implementation, evaluation, review and completion of procurement, revenue and lease contracts, and purchasing contracts specific tasks such as: preparation of complex professional procurement and contract development activities for all County departments; to include: acquisition of standardized or specialized materials, supplies, services and/or equipment, revenue and lease options, and analyzes and develops technical specifications.

Job Responsibilities:

- Oversees all daily activities relative to the procurement of goods and services. Exercise final authority for the creation of all purchase orders; and confirmation of available funding to secure requisitioned items.
- Ensure expenditure and encumbrances are in compliance with all County policies, procedures and ordinance(s), state procurement laws, and federal procurement laws as applicable.
- Administer all formal and informal bid processes for a variety of projects including but not limited to public works and construction projects; collaborates with appropriate departments in developing scope for procurement processes; responsible for the preparation of bid documents, including terms, conditions, specifications and delivery limitation for products or services.
- Administer all negotiations for revenue and/or lease options for a variety of projects; collaborates with appropriate departments in developing scope; responsible for the preparation of appropriate documents, including terms, conditions, specifications and limitation for revenue/lease contract.
- Coordinates all activities involving advertising for bids or proposals, opening submitted bids in a public forum; evaluation of submittal by vendors and preparation of recommendation of award to the Comptroller and/or County Manager. Prepare and present formal recommendations to the Board of County Commissioners.
- Reviews detailed bids, formal contracts, bonds, insurance certificates and recommendations developed by subordinate or other technical staff to confirm accuracy and plausibility of terms, conditions and specifications, coordinate public bid openings for formal bid advertisements.
- Responsible for monitoring existing contracts to include, but not limited to, reporting status of current contracts to management and affected departments, resolve any internal or external conflicts, work with departments and management to analyze and asset needs, and serve as liaison between internal and external parties during renewals, modifications, and terminations.
- Provides technical support to management by answering correspondence, composing memoranda and reports pertaining to the policies, procedures, revenue/lease contracts, and purchasing activities.
- Conducts research on new product development and coordinates demonstrations to facilitate awareness of current commodities market and new products innovations. Stay abreast of new trends and innovations in the field of purchasing.
- Supervises and directs daily activities of staff; prioritizes and reviews work to assure quality and timely completion of assigned duties and responsibilities; assists Comptroller in counseling employees concerning performance improvement/development, recommends training and coordinates training programs for staff; may assist Comptroller with recommendations of new hires, promotions, and preparing and completing performance evaluations.

Job Requirements:

- Graduation from high school or successful completion of G.E.D.
- Three (3) to five (5) years' experience in a purchasing function.
- Certified Purchasing Manager (CPM) preferred.
- Supervisory experience and experience in centralized government purchasing operation is strongly preferred.
- Possession of a valid Nevada driver's license.

Nye County requires a pre-employment drug screen through a designated facility. Employment is contingent upon successful completion of this process.

Pay Rate: \$26.26/hr

Applications must be received by the deadline. Postmarks are not accepted. Resumes are accepted when attached to a completed application. Applications returned without the required documentation or not completely filled out **will not** be considered. Applications may be obtained and returned to the following: NYE COUNTY HUMAN RESOURCES Departments: P.O. Box 3400, 101 Radar Road, Tonopah, NV 89049 or 2100 E. Walt Williams Drive, Suite 110, Pahrump, NV 89048. Applications may also be obtained by emailing human_resources@co.nye.nv.us or can be downloaded from www.nyecounty.net. Nye County is an Equal Opportunity Employer; applicants requesting accommodation under the ADA should contact Human Resources. Please call (775) 751-6301 with any questions. **Deadline: September 4, 2018 @ 5:00 p.m.**