

Administrative Manager

Position ID: 324799

Position Summary

This position serves as the Deputy Director of the State Bureau of Procurement (SBOP) in the Department of Administration (DOA). The Deputy Bureau Director participates in all enterprise procurement and purchasing activities related to the acquisition of goods and services for the State of Wisconsin. The Deputy also provides oversight of agency procurement offices and delegation agreements and service level agreements for agencies under Consolidated Agencies Purchasing Services (CAPS). The position serves as the SBOP point of contact with the STAR Program Office. The Deputy Director works under the general supervision of the Director of the State Bureau of Procurement and directly supervises the section supervisors within the bureau.

Goals and Work Activities

- 40% **A. Oversee executive agency purchasing activities including agencies with delegated procurement authority.**
- A1. Coordinate and oversee procurement activities conducted by delegated executive agencies including SBOP/CAPS.
 - A2. Contribute to executive agency procurement director performance evaluations and participate on hiring panels for executive agency procurement director recruitments, if requested.
 - A3. Meet frequently with procurement directors and related groups (e.g., Interagency Procurement Council, user groups) to identify opportunities for collaborative contracting and strategic sourcing.
 - A4. Uniformly implement best procurement practices across the enterprise, particularly those practices that optimize the functionality of STAR.
 - A5. Identify procurement staffing efficiencies across the enterprise while maintaining high quality service levels.
 - A6. Oversee agency procurement policies, training and audit activities and approve delegated agency-specific sub delegation, policies and training activities.
 - A7. Resolve agency staffing issues, such as workload and expertise needs, by utilizing MOUs, interchange agreements or temporary assignments as permitted by state statutes, administrative rules and personnel policies.
 - A8. Meet with agencies as needed, but at least annually, to review and monitor agency delegation and service needs.
 - A9. Oversee agency management reviews to identify strengths and correct deficiencies in agency procurement offices.

- 30% **B. Serve as the SBOP point of contact with the STAR Program Office.**
- B1. Advise on STAR procurement modules and system customizations and IT purchasing policies in accordance with procurement laws and policies.
 - B3. Oversee implementation, management and improvements to STAR procurement modules including Strategic Sourcing and eSupplier Portal.
 - B4. Oversee procurement benefits realization implementation, development, metrics and reporting to the Secretary's Office, Administrator, Bureau Director, and the State Budget Office.
- 10% **C. Assist and advise the Bureau Director on the development and implementation of procurement and purchasing policies to ensure value, consistency and coordination among enterprise agencies and institutions.**
- C1. Direct and assist in the development of state bids, proposals and contracts for goods and services in accordance with procurement laws and policies.
 - C2. Direct the analysis of bidding patterns to continuously improve the approach to selecting commodities and services for state contracts to improve the efficiency and effectiveness of enterprise bidding efforts.
 - C4. Lead, direct or support negotiations for enterprise procurements.
 - C5. Participate as a member of the Interagency Purchasing Council, a workgroup consisting of delegated agency procurement directors that advises the Bureau on procurement matters.
 - C6. Assist the Bureau Director as the state's liaison between the vendor community and the enterprise, conduct outreach programs to vendors and direct internal purchasing training across the enterprise.
- 10% **D. Support the Bureau Director in supervising the operations of the State Bureau of Procurement.**
- D1. Conduct benchmark and process redesign activities and implement best practices to improve SBOP performance.
 - D2. Direct SBOP position recruitment efforts to fill vacancies with highly qualified staff in a timely manner.
 - D3. Participate in division initiatives and projects as directed by the Division Administrator and Bureau Director.
 - D4. Develop teams to participate in cross-functional planning of goals, methods and achievement of desired results.
 - D5. Direct management of multiple SBOP supervisory positions responsible for programs with enterprise-wide impacts.

D6. Develop strategic plans and budgets necessary to meet division and agency mission requirements and goals.

5% E. **Support the Bureau Director in ensuring minority, disabled-veteran and women-owned businesses have fair and open access to compete for state business.**

E1. Develop and implement policies supporting minority, disabled-veteran and women-owned business participation in state purchasing.

E2. Facilitate training to enterprise purchasing and procurement personnel on minority, disabled-veteran and women-owned business purchasing.

E3. Track and report minority, disabled-veteran and women-owned businesses participation in enterprise purchasing activities.

5% F. **Other assignments as directed.**

KNOWLEDGE. SKILLS & ABILITIES

1. Extensive experience with Wisconsin state government procurement and purchasing practices.
2. Ability to lead and work collaboratively with agencies across the enterprise.
3. Ability to advise and communicate with enterprise and agency leadership.
4. Comprehensive knowledge of Wisconsin state government procurement and contract law.
5. Experience with personnel supervision and management.
6. Supervisory style supportive of staff professional growth and development.
7. Demonstrated leadership skills including work ethic, initiative, advocacy, self-motivation, commitment, productivity, accountability and compliance.
8. Ability to prioritize and problem solve within complex bureaucratic environments.
9. Experience utilizing taxpayer resources effectively and efficiently.
10. Knowledge of policy development methods.
11. Strong oral and written communication skills, including presentation skills.
12. Knowledge of SBOP systems and software including Microsoft Office products, Internet, VendorNet, and PeopleSoft ERP modules.