

JOB DESCRIPTION

Job Title: Procurement and Compliance Manager

Date: 09/04/2018

Reports To: Deputy Director or Designee

FLSA: Exempt

Department: Administration

Union: Non-Union

Job Summary

Under general direction of the Deputy Director of Finance and Administration, facilitates and oversees procurement, contracts and other agreements of the Authority. Employee will prepare invitations to bid and requests for competitive proposals and ensure compliance with all procurement related regulations. Employee is responsible for management of the airport's local, state, and federal compliance programs. Employee will manage and monitor the terms and conditions of all agreements, contracts, and grant assurances for adherence and compliance.

Essential Functions

- Prepares, executes, and manages diverse procurements including, but not limited to contracts/agreements, Request for Proposal (RFP), Request for Qualifications (RFQ), and Invitation to Bid (ITB).
- Writes and implements procurement and contract management policies, procedures and strategies.
- Provides guidance to Authority staff on the interpretation of policies and procedures to resolve business issues and questions.
- Manages Authority contracts; maintains a complete and accurate file of all contract documents.
- Assists in preparation of Authority budget by providing an annual and five-year procurement schedule for both operating and capital purchases.
- Manages license, title, insurance and all other necessary documentation for vehicle and equipment purchases.
- Facilitates contract, procurement and inventory integration of asset management software and related systems.
- Evaluates current processes, practices, and systems and identifies and implements improvements to increase efficiency and effectiveness of procurement and inventory management.
- Develops and implements strategies for procuring and storing inventory to maintain adequate stock levels.
- Oversees small purchases made by other staff to ensure compliance with procurement policy and all applicable regulations.

- Manages the sale and disposal of surplus equipment and materials in accordance with federal, state and airport guidelines.
- Provides assistance in execution of lease agreements with airport tenants, concessionaires, airlines, and other parties, when required.
- Develops program goals, outreach strategies, compliance monitoring and reporting methods for the Disadvantaged Business Enterprise (DBE) program and Airport Concessions Disadvantaged Business Enterprise (ACDBE) program.
- Submits and maintains DBE and ACDBE reports to FAA, corresponding with parties as appropriate. Ensures accurate and timely response for all reports and special requests for information.
- Develops a library of template documents to simplify the Authority's contracting processes.
- Attends contract progress meetings and site visits.
- Maintains all compliance records related to environmental standards, licenses, and other required documentation.
- Maintains electronic systems required for grant compliance and financial reporting (i.e. SAM, grants.gov, etc.).
- Develops system for electronic document storage related to procurement, compliance, and environmental records. Ensures accuracy and relevance of documents ensuring compliance with updates to laws, policies, and regulations.
- Leads special projects establishing project timelines, staff assignments, budgetary limits and other necessary components.
- Establishes and maintains effective working relationships with internal staff, outside governmental agencies, vendors, tenants and the general public.
- Communicates and coordinates regularly with others to maximize the effectiveness and efficiency of interdepartmental operations and activities.
- Prepares, reviews, and presents complex and comprehensive reports to the Deputy Director, Executive Director and the Board of Commissioners, as required.
- Performs other duties consistent with the role and function of the position.

Required Knowledge, Skills and Abilities:**Working Knowledge of:**

- Laws, ordinances and regulations related to all appropriate procurement and compliance standards.
- The principal practices and techniques used in preparing and managing agreements and contracts.
- The methods and techniques of negotiating contractual agreements.
- Concepts, principles, and practice of public procurement and compliance including State and Federal regulations.

Ability to:

- Review reports and documents for consistency and thoroughness.
- Express oneself, clearly and concisely, both orally and in writing.

- Establish and maintain effective working relationships with the general public, representatives of other agencies, and Airport personnel.
- Prepare and present clear and concise reports and related correspondence.
- Work effectively as a member of the management team.
- Work independently to discover resources, develop processes, and implement solutions.
- Exercise sound judgment and resourcefulness in decision making and problem solving.
- Demonstrate results-focused and solution-driven approach to tasks and projects.

Considerable Skill in:

- Microsoft Office programs including Word, Access, Excel, PowerPoint and Outlook.
- Accounting, asset management and other business-related software programs.

Acceptable Experience and Training

Successful completion of a Bachelor's Degree from an accredited college or university in Airport Administration, Business Administration, Public Administration, or a related field. Five or more years of progressively responsible experience in procurement, contract administration, or related field. Three years of leadership in managerial or supervisory roles. Other combination of experience and education that meet the minimum requirements may be substituted.

Possession of a valid driver's license authorizing operation of a motor vehicle in Illinois. Must satisfactorily meet and maintain STA and CHRC background check requirements.

Updated: 09/04/2018