

<b>GREENVILLE-SPARTANBURG AIRPORT COMMISSION POSITION DESCRIPTION</b>	
<b>POSITION TITLE:</b> Contracts Manager	<b>DATE:</b> 01-31-2018
<b>DEPARTMENT/TITLE OF SUPERVISOR:</b> Chief Financial Officer	<b>GRADE/LEVEL:</b> 19 (Exempt)

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Hiring Range \$64,500 - \$86,000

**Position Summary** (Primary Function)

Contracts Manager has overall responsibility for the District’s purchasing/procurement process and ensures that the acquisition of all materials, supplies and services required for the safe and continuous operation of the airport are in accordance with District policy while ensuring compliance with the South Carolina Procurement Code and any, and all other state and federal regulations. Coordinates complex procurement processes which may require formally advertised solicitations, market research, specification development, locating suppliers, solicitation, negotiation, price analysis, value analysis, and award determination or recommendation. Individual assists District Departments to ensure the requirements of the purchasing/procurement policies are fulfilled. The Contracts Manager will work in close association with Airport District Departmental leadership and Finance Department to ensure that the company receives the best product, when needed, and at the lowest total cost.

**Responsibilities** (Essential Functions)

- Oversees all phases of the request for proposals (RFP), request for quotes (RFQ), requests for bids (RFB) used for soliciting pricing for all applicable equipment, products and services. This includes, (in conjunction with the appropriate District personnel), assist with developing the RFP, RFQ, and/or RFB document; distribution of the document to the potential bidders/proposers; and advertising in the appropriate periodicals and District website. Responsible for overseeing and controlling the pre-bid/proposal process, acceptance, opening, and approval recommending the most responsive RFP, RFQ, or RFB. Oversees contract development for goods and/or services in accordance with the RFP, RFQ, or RFB.
- Facilitates meetings including, but not exclusive to: pre-solicitation meetings, pre-bid/proposal meetings, bid/proposal openings, and other meetings with suppliers and end-users. Responsible for procurement process for complex services which may include formal advertisement or high dollar value, such as Capital Equipment. Establish process to evaluate quotes, bids and proposals and prepare award documents (purchase orders or contract agreements). Ensures complete records of all published bids, bids received, bids awarded, all quotations requested and received, purchase orders, and contract agreements.

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- Interface with vendors and suppliers on pricing, specifications, etc.
- Assist with overseeing and may facilitate supplier selection, price negotiations, orders and, coordination of pick-up and/or delivery of orders to include new vendors and product research.
- May coordinate the logistics for receiving all purchased materials for manufacturing, stock or reshipment to clients.
- May coordinate purchased items with technical, manufacturing and department requirements and specifications.
- Oversees the Districts insurance program ensuring Certificates of Insurance are current to meet all contract requirements.
- Interfaces with local Government Co-operative Purchasing Agencies.
- Interprets existing and new federal, state, and procurement rules, regulations, and District operating procedures, and develops and implements programs to ensure compliance.
- Reviews, prepares, and maintains standard agreement and solicitation documents including boilerplate/templates applicable to routine and complex contracts.
- Identify potential risks in contracts and solicitations and coordinates with relevant stakeholders for appropriate risk mitigation solutions.
- Manage the reporting and compliance aspect of the District's Disadvantaged Business Enterprise (DBE) programs.
- Other duties as required.

**Education Requirements** (Evaluation Factors: Skills, Education, Experience, Ability)

- Requires a Bachelor's degree in one of the following: Business, Supply Chain Management, or a related field.

**Experience Requirements**

- Minimum of eight years professional experience in purchasing/procurement and contract negotiation at a professional level.
- Working knowledge of DBE/ACDBE preferred.

**Special Knowledge, Skills, and Abilities**

- Knowledge of all business and management principles involved in strategic planning, resource allocation and purchasing/procurement policies.
- Ability to negotiate, establish, and administer contract requirements to District's needs.
- Ability to develop policies and processes that increase the effectiveness and efficiency of the District's purchasing/procurement.
- Ability to multitask, prioritize, manage time efficiently and manage multiple projects.
- Must be extremely organized with a high degree of attention to detail.
- Read and interpret detailed information (i.e. mechanical drawings and specifications).
- Communicate effectively both orally and in writing.
- Develop and implement policies and procedures.

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- Proficiency in the use of a personal computer is necessary, including skills in Microsoft Office products.

**Supervisory Responsibility**

- None at this time

**Licenses Required**

- Valid South Carolina Driver’s License

**Certifications Preferred**

- American Production and Inventory Control Society (APICS) Certified Supply Chain Professional (CSCP)  
Or
- Procurement Officer or Public Purchasing Officer Certification

**Latitude/Independent Judgment/Accuracy**

- Diligence must be exercised when handling confidential information.
- Reasonable care for equipment/process will prevent injury/damage.
- Responsible for own work, but must coordinate work with others.

**Working Conditions**

- Job is performed in an office setting.
- Requires frequent bending, twisting, stooping or turning. Occasional lifting up to 50 pounds is necessary.
- Must be able to operate a computer keyboard.
- Must be able to drive to various locations on and off airport premises.
- Must be able to travel to conferences and seminars as required.

**Other Requirements**

- Must be able to pass a pre-employment background check and drug screening.