



Job Description

Job Title:	Contracts & Procurement Manager	FLSA Status:	Exempt
Department:	Finance & Administration	Reports to:	Accounting Director
Effective:	January 1, 2024		

PURPOSE

The Contracts & Procurement Manager provides oversight for the CSF contracts process including the review and approval for contract, procurement, and payment-related materials. Responsibilities include monitoring contract close-out procedures to ensure that forfeited funds are released and monitoring contract performance to confirm that service level agreements and financial management procedures with FloridaCommerce are achieved. The position works directly with team members on procurement requests, ensuring proper procedures and controls are followed and serves as a liaison between various stakeholders and contributes to project management decisions to successfully deliver project results.

DUTIES AND RESPONSIBILITIES

- Evaluates procurement requests to ensure that the product(s) submitted for procurement has received leadership approval.
 - Works with the CSF program lead or project manager and FloridaCommerce to procure services or other items needed using a competitive process such as an Invitation to Negotiate (ITN) or other type of solicitation.
 - Monitors the status of contracts and ensures that any variances from contract requirements are handled appropriately. Escalates issues as appropriate.
 - Reviews procurement documents and approves the material for release. Provides recommendations for modification or correction as appropriate.
 - Reviews contracts to ensure that they meet program requirements.
 - Receives or requests contract-related status updates and escalates any exceptions requiring CSF management intervention.
 - Reviews invoice packages as approved by a program lead or project manager, requests additional information if required, and approves payments.
 - Monitors closed contracts to ensure that forfeited funds are made available for use in other initiatives.
 - Verifies that service level agreements related to the contracts process are monitored and that targets are met by all parties.
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- Monitors and tracks project milestones and deliverables, identifies and resolves problems, reviews project deliverables to validate adherence to quality standards.
- Obtains approval for and maintains procurement records on purchase of items or services, costs, delivery, product quality or performance, and inventories.
- Independently prepares correspondence; conducts research, analysis, and prepares reports as required.

QUALIFICATIONS AND WORK EXPERIENCE

- A minimum of three (3) years of professional procurement, contract development and contract management experience.
- Proven ability to establish and maintain effective working relationships.
- Proven experience managing multiple complex projects.
- Demonstrated knowledge of federal and Florida procurement and records retention laws and regulations.
- Proficiency with Microsoft Office products, including Word, Excel, PowerPoint, Outlook and Project Management.
- Competent written and verbal communication skills.
- Proficient organizational skills with detail orientation.
- Ability to travel as required.

EDUCATION OR CERTIFICATIONS

- Bachelor's degree in business, public administration, or related field or equivalent training and experience.
- Certified Professional Contracts Manager (CPCM) preferred.

PHYSICAL REQUIREMENTS

- Prolonged periods of sitting at a desk and working on a computer.
- Periodic standing, kneeling, and bending.
- Must be able to lift up to 10 pounds at times.

SALARY RANGE

\$44,895 - \$56,120 - \$67,344

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