

MEMORANDUM

TO: Board of Trustees

THROUGH: Mike Bandelin
Interim General Manager

FROM: Bobby Magee
Interim Director of Finance; and,

Erin Feore
Director of Human Resources

SUBJECT: Authorize the Activation of the Vacant District Purchasing and Contract Administrator Position, the Recommendation to Change the Title from Administrator to Manager, and all Necessary Related Funding.

DATE: January 10, 2024

I. RECOMMENDATIONS

That the Board of Trustees make a motion to:

1. Authorize the Activation of the Vacant District Purchasing and Contract Administrator Position; and,
2. Change the Name of the Vacant Position from District Purchasing and Contract Administrator to Purchasing and Contracts Manager; and,
3. Set the Salary Range for the Purchasing and Contracts Manager Position at Grade 33 and,
4. Direct Finance Staff to Add Final Estimated Funding for the Position to the Future 2022-23 Finance Department Budget Augmentation Request; and,
5. Transfer the Public Works Contracts Administrator II position to the Finance Department.

II. DISTRICT STRATEGIC PLAN

This action supports Long Range Principle #3, Finance; *“The District will ensure fiscal responsibility and sustainability of service capacities by maintaining effective financial polices for operating budgets, fund balances, capital improvement and debt management.”*

- *Comply with State and Federal regulations.*
- *Develop and maintain a long term plan to sustain financial resources.*

Authorize the Activation of the Vacant District Purchasing and Contract Administrator Position, along with Necessary Related Funding.

III. **BACKGROUND**

Overview

On August 24th, 2023 the Board of Trustees provided direction to staff on a wide-ranging number of issues related to the backlog of work in the Finance Department. (Item C.3) One of the actions the Board directed staff to take was to continue to evaluate ongoing staffing needs.

As the District has continued to grow, it has become evident that a districtwide, centralized Purchasing and Contracting Manager/Specialist is needed for a number of reasons. Currently, staff in each individual department are responsible for their own procurement processes and ongoing contract management. This includes highly technical purchasing work with subtle nuances such as the development of request for proposals, request for qualifications, and invitation for bid documents. While on the surface these concepts appear straightforward, in reality a uniform process needs to be developed in accordance with NIGP: The Institute for Public Procurement standards and best practices. Creating a districtwide procurement process is recommended in order to best protect the District against bid protests, public procurement errors, procurement legal concerns, and also assists the vendor community with understanding IVGID's needs for its various goods and services. Currently, staff in each department works on these types of items on a limited basis as part of their overall duties instead of having professionals who specialize and focus on these type of activities.

On the contracting side of the recommended position, it has also become evident that the District needs a centralized individual to hold responsibility for the proper administration of all contracts. Under the current process, contracts are located in several locations throughout the District. As part of the Tyler Enterprise (Munis) assessment and related re-engineering of workflow processes, the Finance Department is developing the framework for a centralized repository of all contracts within the Tyler Contracts Management Module. The intent is to ensure contracts are always easy to locate, and to flag items that may be due for a contract amendment, extension, or send goods and services back out for competitive solicitation. In addition, the recommended position would be directly responsible for assuring that all contracts are reviewed for compliance with the District's standards, meaning that one individual is directly responsible for ensuring attachments to contracts are properly documented, properly labeled, and overall make sense to anyone who wishes to read the terms and conditions.

While the position of District Purchasing and Contract Administrator was previously approved by the Board, it was not funded and not included in the 2023-24 budget.

Authorize the Activation of the Vacant District Purchasing and Contract Administrator Position, along with Necessary Related Funding.

The salary range was not included as part of the position when it was created, and staff now recommends changing the name to Purchasing and Contracts Manager with a Grade 33 salary range.

As part of these actions, it is further recommended that the currently-filled position of Public Works Contract Administrator II be moved to the Finance Department.

VI. FINANCIAL IMPACT AND BUDGET

The recommended actions are expected to have a total effect to the overall budget of \$189,260 in fiscal year 2024-25. For the 2023-24 budget, sufficient appropriations currently exist to begin an immediate recruitment; however, absent future budget solutions the Finance Department would have to postpone some of its current activities to remain under budgeted appropriations by the end of the fiscal year. As such, the recommended fiscal action is to direct staff to add this item to the list of previously-approved Finance items that will be brought before the Board in February 2024 for a recommended budget augmentation as part of a public hearing process.

V. ALTERNATIVES

The Board could choose to direct staff to work within existing resources; the risk to this strategy would be continuing to use non-technical experts to assist with highly specialized types of procurements and contracts.

Attachment: Purchasing and Contracts Manager Draft Job Description

**Incline Village General Improvement District
Job Description**

Job Title: Purchasing and Contracts Manager
Job Number: 1114A
Salary Grade: 33
Department: Finance
Reports To: Assistant Director of Finance
FLSA Status: Exempt - Administrative
Prepared By: B. Magee/M. Bandelin/E. Feore
Prepared Date: 12/27/2023
Approved By:
Approved Date:

SUMMARY

Under the general direction of the Assistant Director of Finance, this position plans, organizes, directs and administers the Incline Village General Improvement District's (IVGID) purchasing program; supervises assigned personnel in purchasing and contract administration activities; partners with District management to negotiate and review contracts for Board review and approval.

ESSENTIAL DUTIES AND RESPONSIBILITIES, not necessarily in order of priority, include the following. Assigned job tasks/duties are not limited to the essential functions.

1. Provides excellent customer service to customers and District partners and collaborators.
2. Reviews and administers District purchase orders and contracts, ensuring District compliance with applicable federal, state and local ordinances relative to procurement and contracting.
3. Review and sign bids, Request for Proposals, and Requests for Qualifications on behalf of the District, resolving disputes involving bid, RFP and contract issues.
4. Provide interpretations and advice for other District departments and venues regarding compliance with purchasing and contracting processes, procedures and laws.
5. Receive and review purchase requisitions for accuracy and adherence to state or federal requirements, Special District requirements, and policies and procedures of the Finance Division.
6. Place orders with chosen vendors to ensure the timely, cost efficient acquisition and delivery of required commodities and services.
7. Partnering with applicable personnel, prepare bid documents with terms, conditions and specifications for products or services for publication; advertise requests for bid or requests for proposal to attract likely suppliers; open all bids submitted in a public forum; review and evaluate the merits of each bid in order to make recommendations for preferred suppliers to management.
8. Crafts, evaluates, negotiates and executes a wide variety of contracts covering a range of transactions.
9. Maintains records for correspondence and documentation in relation to established contracts and those in progress. Creates and maintains a contract management system internally to establish workflow related to specific contracts.
8. Develop purchasing and procurement guidelines and standards for use in the administration of purchasing functions and activities.
9. Write reports, recommendations and correspondence to address a variety of issues related to the timely and cost efficient procurement of goods and services for assigned classifications.

10. Partners with District management, legal advisors and, as necessary, members of the Board of Trustees to mitigate common contract management risks, such as financial, legal, and security risks.

10. Evaluate operational performance, review work methods and procedures and develop and implement changes in work processes to enhance efficiency.

11. Maintains a database of all purchasing and professional services contracts to include renewal dates. Evaluates vendor proposals to ensure all requirements are met and maintained.

12. Working closely with the Finance team, ensures financial obligations related to contract and purchasing management is maintained at all times.

QUALIFICATIONS To perform this job successfully, an individual must be qualified to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Bachelors degree in Business Administration, Accounting, Public Administration or related field required from an accredited college or university and five years of experience performing procurement, preferably in a government agency and five years of demonstrated contraction negotiation and management; or an equivalent combination of training and experience.

COMPREHENSION/COMMUNICATION SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence and procedure manuals. Ability to effectively present technical information in a manner easily understood by end users when responding to inquiries from employees, suppliers, the general public and the Board of Trustees. The duties and responsibilities of this position necessitate the use of a District provided cellular phone.

MATHEMATICAL SKILLS

Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions.

CERTIFICATES, LICENSES, REGISTRATIONS Valid Driver's License. It is the employee's responsibility to maintain all required certifications and licenses and to report any changes to the supervisor. CPPB or CPPO preferred but not required.

OTHER SKILLS OR ABILITIES

Excellent organizational, analytical, communication, customer service and problem-solving skills. Must be self-motivated and show a high level of initiative while working and managing a wide spectrum of technologies, applications and projects; ability to establish and maintain good working relationships; ability to remain current on computer technology; to effectively present information to a broad range of user abilities; detail oriented with the ability to handle confidential information and prioritize work to meet schedules and deadlines; ability to deal with changing circumstances in a positive manner; ability to maintain composure when dealing with irate customers

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Applicants and incumbents are encouraged to discuss potential accommodations with the employer.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; and talk or hear. The employee is occasionally required to stand; walk; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 25 pounds and occasionally lift

and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts, outside weather conditions, and risk of electrical shock. The noise level in the work environment is usually moderate.

I have read and understand this explanation and job description.

Employee Signature: _____ Date: _____

Employee Name: _____