



Alaska Industrial Development and Export Authority

Job Description

PCN (s)	08-X019 AND 08-0495
JOB TITLE	CONTRACTING OFFICER
LOCATION	ANCHORAGE
RANGE	FLEX 20/22
REPORTS TO	CHIEF PROCUREMENT OFFICER 08-0220
FLSA EXEMPT	YES
REVIEWED BY (NAME AND DATE)	LEX SARGENTO DECEMBER 2020
APPROVED BY (NAME AND DATE)	LINDA SENN DECEMBER 2020
EFFECTIVE DATE	DECEMBER 15, 2020

POSITION PURPOSE:

Manages and coordinates procurements for AIDEA and AEA from request to completion. This position also has responsibilities relating to facilities and grounds management.

ESSENTIAL FUNCTIONS:

Solicit and Award Contracts

- Manages bids and proposals, including the negotiation and issuance of contracts. Works directly with project managers providing support to project managers during the procurement process. Procures supplies and services by preparing, soliciting, evaluating, negotiating, awarding, administering, and managing contracts. Responsible for informal and formal construction and non-construction procurement of services, equipment, transportation, maintenance, materials, and repairs. Negotiates high visibility, politically sensitive and complex contracts. Develops agreements and processes that result in both the expenditure of funds and generation of revenue.
- Advises on method of procurement in accordance with applicable state procurement codes, federal laws, and regulations applicable to federal-aid contracts. Provides guidance (logistics and scheduling) to project and program managers. Works with project and program managers to develop scopes of work and award criteria for formal procurements. Performs competitive market research.
- Processes and publishes formal solicitations and establishes contracts in accordance with applicable state procurement codes, federal laws, and regulations as are applicable to state and federally funded projects. Receives responses; evaluates bids; negotiates contract terms, price, non-standard terms and conditions; and awards contracts for a variety of projects and services, including professional services, construction materials, non-construction goods, and maintenance and repairs within delegated authority.

- Drafts original documents requiring substantial independent judgment to select and develop methods to reach an agreement.
- Leads evaluation committee members on application of award criteria, and oversees evaluation meeting and process.
- Advises on determinations with respect to solicitation protests, appeals, claims and contract disputes within department delegated limits. Represents the Agency's interest when preparing for litigation.

Contract Management and Compliance

- Administers contracts; prepares rate and cost adjustments, coordinates time extensions, incorporates change orders, issues cure notices, signs letters and terminates contract when required. Monitors contract expiration and expenditure levels. For contracted services that require on-going services (such as banking services), proactively facilitates the renewal to ensure a renewal/new contract in place before the old contract expires and to minimize the need to issue a contract extension.
- Monitors contractors on federally funded projects to ensure compliance with applicable DBE/MBE, EEO, and other federal-aid contract requirements.
- Assists project and program managers with contract transactions unique to AEA and AIDEA. Tasks include advising on applicable laws and procedures based on the nature and type of expenditures, contacting the Department of Law and coordinating with the Project Managers and Executive Director as required.
- Provides support for AIDEA and AEA construction services, materials, and professional services as needed. This includes peer review of documents, bid openings/evaluation of proposals, and the review of claims and protests.
- Provides reports to management on contract status.
- Responsible for complex, high dollar payment reviews, resolutions, claims, and authorizations, and the processing and handling of insurance and bond claims and reimbursements. This position reads and interprets contracts, specifically contract payment and billing terms, researches statutes, and independently works with vendors to resolve invoice disputes. This position also provides oversight of complex invoice review for goods, services, or professional services, identifies situations that require contract amendments and initiates process to execute amendment prior to future work. Obtains proper levels of insurance for projects or ensures current certificate is submitted from Contractor(s) and monitors and maintains contractor's insurance certificates. Notifies Contractor(s) when certificate is expiring and ensures new certificate is obtained or provided.

Grant Review

- Assists management and project managers with grant transactions unique to AEA and AIDEA.
- Performs contract administration activities for AIDEA and AEA contracts and grants ensuring vendors and/or grantees are operating within the confines of the terms of their agreements.
- Reviews grantee procurement policies and procedures and make determinations as to applicable laws based on the type of funding source.

Facility Oversight/Coordination

- Facilitates oversight/coordination on the day-to-day activities of the office buildings and grounds on Northern Lights and general work on AEA warehouse.
- Manages operations and maintenance contractors including reviewing invoices, monthly financial reports, annual business plans and annual management reports.
- Provides internal coordination for special inspections (fire marshal, fire alarm, elevators, etc.).
- Monitors and respond to building help emails.
- Works with Human Resources on office moves and furniture requests.
- Coordinates with IT to schedule equipment moves.
- Special projects as assigned.

Other Duties

- Assist with the development and implementation of policies, procedures, and standards for the Agency's procurement and contracting functions. Responsible for the title VI DBE Program. Trains, coaches, and advises staff in procurement regulations, procedures and processes. Also provides community outreach.
- Reimbursable Services Agreement (RSA). Prepares draft RSAs and amendments based on input from project managers, management, finance, and other state agencies for both AIDEA and AEA. Monitors the review and signature process; ensures timely processing of RSAs to include reviewing information, verifying budgets, and tracking the documents through the process. Completes the requisition in the Navision accounting system for commitment against the project budget. Coordinates with the other state agencies and the DCCED budget manager in the processing of RSA's including amendments and closeouts.
- Manages the M&O, construction contracts and agreements for Authority owned buildings and parking lots. Acts as emergency contact for building.
- Develops, implements, manages, and enforces policies, procedures and standards for the Agency's procurement and contracting functions. Trains and counsels staff in procurement regulations, procedures and processes. Also provides community outreach.
- Coordinates activities concerned with the operation, repair, maintenance and construction of equipment, buildings, and grounds. Inspects plant facilities or reviews inspection reports, to determine repairs, replacement, or improvements required. Assembles and analyzes contract bids and submits bids/ recommendations to superiors for action.
- Manages the master policy for construction phase general liability and contractors pollution liability insurance for the Rural Energy Group bulk fuel facilities and rural power house program

- If needed, in the absence of the Chief Procurement and Contracting Officer, may assume supervisory responsibilities, which could include supervision of staff and approval of contracts.
- Other duties as assigned

PHYSICAL REQUIREMENTS AND POTENTIAL HAZARDS

While performing the duties of this job, the employee is frequently required to sit; use hands or fingers; handle or feel; talk and hear. The employee is occasionally required to reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

TECHNOLOGY, EQUIPMENT, SYSTEMS, AND TOOLS

Requires advanced skills in word processing, database software, and spreadsheets. Requires basic skills with email and general office equipment.

CRITICAL KNOWLEDGE, SKILLS, AND ABILITIES:

- Strong knowledge of procurement procedures used in government agencies for both routine and non-routine procurements and the means of justifying their use.
- Skill in analyzing complex issues and situations, ability to draw logical conclusions, propose viable solutions and courses of action.
- Exemplify a high level of reading, interpreting, explaining and applying complex rules, regulations and procedures.
- Ability to communicate effectively with others, both orally and in writing. Ability to deal firmly and tactfully with the public, vendors and managers. Also must have strong and concise writing skills.
- Ability to perform detailed research and strong personal computer knowledge. Some basic business law and accounting skills are desired.
- Familiarity with requirements in the solicitation documents, contract terms, and the state requires.
- Knowledge of differences between individual funding source rules unique to the grant agencies. Dealing with both state funds and many federal agencies that regulate grant funds that pass through the Authority. Researching the regulations is sometimes necessary. Compliance is a huge part of this position.
- Ability to perform business math; complex addition, division, multiplication, weights and measures.

DESIRED QUALIFICATIONS:

Bachelor's degree in business or a related field strongly preferred; 5 years-experience in a purchasing role in order to show proficiency soliciting competition, and knowledge of bidding, proposals and contract resolution. Must have knowledge of construction procurement and have or be able to obtain appropriate warrant certificates from Alaska Department of Transportation and the Department of Administration. CPM, CPSM, or CPPO certifications are also desired but not required.

DISTINGUISHING CHARACTERISTICS: (FOR FLEX POSITION)

Range 22

Consistently demonstrates mastery of procurements, including solicitations and awards; contract management and compliance; grant reviews; and the other duties in areas identified. Consistently demonstrates mastery of the critical knowledge, skills and abilities identified above. Effectively works and communicates with management, project managers, and others to find solutions and accomplish goals. Consistently performs duties with limited supervision.