General Information

The Department of Fish and Wildlife is seeking a current ODFW employee with regular status for a job rotation assignment as a Procurement & Contract Specialist 2 through approximately October 5, 2015.

To Qualify

You must be a regular status employee with the Oregon Department of Fish and Wildlife Department in a permanent or limited duration position that is expected to continue through at least October 5, 2015 to be considered for this opportunity.

Major Duties and Responsibilities

This position will develop, negotiate, enter into and generally administer contracts and agreements from development of a solicitation through the term of the contract. S/he may also conduct or advise regarding the conducting of research to enable determination of specifications or scope or work. This position will decide the appropriate solicitation method, evaluate risk, write specialized requirements, negotiate contract or leasing language, complete standard cost or price analysis and approve and/or reject changes. S/he will evaluate, develop and coordinate all facets of the solicitation process. This position is also responsible for interpreting policies, regulations and laws for agency staff, management and contractors and recommending appropriate action to resolve contract issues.

Major duties are to:

- Serve as a backup to the grants specialists by understanding and maintaining knowledge of simple grant and federal revenue funding processes as well as associated processes, terms and conditions affecting the purchase of goods and services with federal funds. Process sub-agreements as necessary to support successful completion of program grant/contracting needs.

- Analyze consultative or program service needs and develop solicitation documents and contract specifications as appropriate. Recommend appropriate method of solicitation, advertising format, insurance requirements, methods of compensation and other matters concerning procurement. Conduct solicitation process under agency delegation, coordinate process through the Department of Administrative Services (DAS) or request delegation from DAS with the approval of the manager. Advise managers and staff on procedures for developing contracts and components of contracts. Collaborate with Budget Analyst to verify funding. Collaborate with technical resources and program staff to review and develop statements of work and contract specifications. Evaluate contracts for potential performance risk and develop strategies to minimize potential risk. Develop generic, template and master agreements, forms and formats for staff use. Facilitate the evaluation of and draft response to offer’s protests. Consult with Attorney General’s office to facilitate their clarification of legal issues and/or seek legal sufficiency approval.

- Procure or direct procurement of commodities which may include: capital equipment, information technology hardware and software or public improvements. Develop the solicitation process as required through statute and administrative rule. Conduct solicitation process under agency delegation, coordinate process through DAS or request delegation from DAS with approval of the manager. Coordinate the procurement of equipment and/or consumable supplies. Perform analysis of product and/or service requirements. Prepare and review specifications, working with agency staff and vendors to secure full non-restrictive descriptions of items are used as a basis for bids on commodities; and correspond with agency staff and vendors regarding purchase requirements, delivery and quality of merchandise. Use appropriate method such as Request for quotes (RFQ), Invitation to bid (ITB), Sole source, Requests for proposals (RFPs), Requests for information (RFI) or other approved procurement methods for the acquisition of goods and services. Advise managers and staff on procedures for developing contracts or the use of purchase orders (PO) or transmittal documents. Translate program requirements into contract terms. Manage contractor selection process. Make or recommend contract award.
Working Conditions

- General office environment with use of personal computers.
- Frequent exposure to highly visible and sensitive projects, short deadlines and realigned priorities.
- May have to mediate disputes between contractors and division staff.
- Occasionally deal with challenging customers and situations. Must be able to work and communicate effectively.
- This position has been designated as sensitive in that the incumbent in this position has access to confidential/fiscal-related information. The successful candidate will be subject to an initial criminal history background check with fingerprinting and will be subject to annual criminal history checks thereafter. Continued employment is contingent upon passing the criminal history background check.
- Requires occasional travel to attend regional meetings, seminars and to provide training sessions. Occasional travel to remote areas on primitive roads or no roads, often requires travel by foot-visit construction sites and construction work around water.
- Must maintain communications with contractors, landowners, public and other agencies under controversial situations.
- Requires a valid driver license and an acceptable driving record.

Rotation Conditions

- Approval from the sending supervisor is necessary before applying for this job rotation opportunity.
- A job rotation agreement form must be completed and signed.
- Relocation expenses will not be paid, per diem will be paid when appropriate.
- Work out of class compensation may be paid depending upon the qualifications of the selected employee.
- The rotating employee will not change status and will remain in his/her classification and will return to his/her position upon completion of the assignment.
- The employee will remain eligible for promotional opportunities.
- Funding for the selected employee will be provided by the Administrative Services Division while on the rotational assignment.
- Experience gained may be listed in application materials when applying for future positions.
- The assignment may be terminated at any time.

How to Apply

If you are interested in this rotation opportunity, please submit:

- A letter of interest;
- A current copy of an application; and
- A memo from your supervisor/manager authorizing you to work in this job rotation through October 5, 2015.

Application materials must be submitted to Amber Daniels in Human Resources by 5:00 p.m. on **Tuesday, April 7, 2015**. You may fax, if necessary, to (503) 947-6050.

Selection Process

Those applicants whose experience most closely meets our needs for this position will be contacted for an interview.

For further information contact: Jess Perkins 503-947-6132.