

## Position Description (PD)

PCN	08-X218
JOB TITLE	SENIOR CONTRACTING OFFICER
LOCATION	ANCHORAGE, AK
RANGE	FLEX 20/22
REPORTS TO	CHIEF OPERATING OFFICER (080206)
FLSA EXEMPT	YES
REVIEWED BY: (NAME AND DATE)	ASHLEY HARRIS, SEPTEMBER 2024
APPROVED BY: (NAME AND DATE)	JIM MENDENHALL, SEPTEMBER 2024
EFFECTIVE DATE	10/31/2024

### Position Purpose:

Manages and coordinates procurements for AEA from request to completion.

### Essential Functions:

#### Solicit and Award Contracts

- Manages bids and proposals, including the negotiation and issuance of contracts. Works directly with project managers providing support 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 Authority'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. 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 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.
- Performs contract administration activities for AEA contracts ensuring vendors 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.

### Other Duties

- Assist with the development and implementation of policies, procedures, and standards for the Authority's procurement and contracting functions. Responsible for the title VI DBE Program. Trains, coaches, and advises staff in procurement regulations, procedures and processes.

- Trains and counsels staff in procurement regulations, procedures and processes.
- Other duties as assigned

**Work Demands**

The following identifies some of the physical and mental demands and potential hazards typically encountered by this position. These are job demands which can be *reasonably anticipated and are an expectation of the job*.

Keeping in mind the essential functional areas and duty statements described in section 2, select the rating that best matches the requirement of this position according to the following descriptions:

**Rating      Description**

**Not Required (N):** Not required of this position.

**Present (P):** Requirement is present, but is **not** essential to the position.(For example, a receptionist may encounter aggressive or angry people, but this is not an essential assignment.)

**Occasional (O):** Required 33 percent of the time or less **and** essential to the position.(For example, a lifeguard swims only occasionally, but it is essential that a lifeguard be able to swim; a correctional officer must control aggressive/angry people who are life threatening.)

**Frequent (F):** Required over 33 percent of the time **and** essential to the position.

Physical Requirements	Rating			
	N	P	O	F
Sitting		P		
Walking		P		
Standing		P		
Running	N			
Jumping	N			
Bending or twisting	N			
Squatting or kneeling	N			
Crawling	N			
Reaching above shoulder level		P		
Reaching below shoulder level		P		
Ascending or descending using a ladder or other conveyance	N			

Climbing stairs	N			
Driving cars, light duty trucks		P		
Driving heavy duty vehicles	N			
Using floor mounted foot controls to operate equipment (e.g., not driving a car)	N			
Repetitive motion of hands/fingers (e.g., keyboarding, turning pages)				F
Fine manipulation with fingers				F
Pinching with fingers		P		
Grasping with hand, gripping		P		
Load, unload, aim, and fire handguns, shotguns or other firearms	N			
Lifting/carrying up to 25 pounds		P		
Lifting/carrying 26-50 pounds	N			
Lifting/carrying more than 50 pounds	N			
Pushing/pulling up to 25 pounds		P		
Pushing/pulling 26-50 pounds	N			
Pushing/pulling more than 50 pounds	N			
Balancing on moving surfaces	N			
Balancing on narrow surfaces	N			
Balancing on slippery surfaces	N			
Balancing on uneven surfaces	N			
Restraining/grappling with people in a public protection environment	N			
Seeing objects at a distance – when driving	N			
Seeing objects peripherally – when driving	N			
Using depth perception – when driving	N			
Seeing close work (e.g., typed print)				F
Distinguishing colors	N			
Hearing conversations or sounds				F
Hearing via radio or telephone				F
Communicating through speech				F
Communicating by writing/reading				F
Distinguishing odors by smell	N			
Distinguishing tastes	N			

Work Environment	Rating			
	N	P	O	F
Work in/exposure to inclement weather	N			
Work in/exposure to cold water	N			
Work/live in remote field sites	N			
Work in confined areas (under desks, in heating vents, etc.)	N			
Exposure to dust, chemicals, or fumes	N			
Exposure to hazardous equipment (e.g., guns, chainsaws, explosives)	N			
Exposure to electrical current (not outlets)	N			
Swimming/scuba diving	N			
Work at heights up to 25 feet (e.g., towers, poles)	N			
Work at heights over 25 feet (e.g., towers, poles)	N			
Work in urban or highway traffic (other than driving)	N			
Work around moving machinery or mobile equipment	N			
Work around moving mechanical parts	N			
Work on and off moving equipment	N			
Work on slippery or uneven surfaces	N			
Work/travel in boat/small aircraft/helicopters	N			
Exposure to high noise levels	N			
Exposure to infection, germs, or contagious diseases (e.g., hospital, lab, clinic, etc.)	N			
Exposure to blood, body fluid, or materials potentially contaminated by blood or body fluids (e.g., hospital, lab, clinic, public protection environment)	N			
Exposure to needles or sharp implements (e.g., hospital, kitchens)	N			
Use of hot equipment (e.g., kitchen ovens, lab equipment)	N			
Exposure to wild/dangerous animals	N			
Exposure to insect bites or stings	N			
Exposure to aggressive/angry people in a public protection environment	N			

Other Work Demands	Rating			
	N	P	O	F

**Explain any special physical, mental, or behavioral requirements of the position that have not already been addressed.**

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.

**Describe the Level of Authority and Independence the Incumbent of the Position Exercises.**

This position reports directly to the AEA Chief Operating Officer and is subject to AEA's internal delegation of authority policy. All decisions concerning an official obligation or commitment from AEA related to IJJA must be approved/consented to by the AEA Executive Director and/or approved by the AEA Board of Directors, as governed and required per the bylaws of the Board, and on which the AEA Executive Director serves as the representative of the Authority.

**Special Requirements of this Position, if not listed above:**

- 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 funding agencies. Dealing with both state funds and many federal agencies that regulate 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.
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**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:**

Range 20

At least five (5) years-experience in a purchasing role in order to show proficiency soliciting competition, and knowledge of bidding, proposals and contract resolution.

Range 22

Consistently demonstrates mastery of procurements, including solicitations and awards; contract management and compliance; 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.

**Supervision:**

N/A