

## **ADMINISTRATOR OF CONTRACTING AND ACQUISITIONS**

### **Basic Purpose:**

Positions in this job are responsible for developing and administering the overall procurement program for the department.

### **Typical Functions:**

- Responsible for planning, developing, and administering assigned phases of a comprehensive procurement program which includes developing specifications, awarding contracts, monitoring contracts, and vendor relations.
- Responsible for the interpretation and application of laws, rules, and regulations pertaining to procurement programs; monitors proposed and enacted changes in laws, rules, and regulations.
- Develops, implements, and applies procurement policies and procedures.
- Ensures the development and use of appropriate management information reports.
- Investigates and resolves vendor protests/complaints; confers with department managers, legal counsel, and others in determining appropriate department actions or responses.
- Interacts with the Department of Central Services, Central Purchasing and Construction and Properties, and other government agencies, internal officials, vendors and the public to obtain products and services for the department.
- Manages the budget, staff, and resources for the assigned area(s).

### **Knowledge, Skills, and Abilities:**

Knowledge of the principles and practices of procurement management; of federal and state laws, rules, and regulations and their application to procurement management. Knowledge of, and skill in, the use and application of appropriate information technology. Ability to plan, direct, and coordinate the activities of others; to interpret, analyze, and resolve highly complex and technical information; to communicate effectively, both orally and in writing; to establish and maintain effective working relationships; to organize and conduct several projects simultaneously; and to analyze complex situations and adopt an appropriate course of action.

Oklahoma Department of Corrections  
Unclassified Job Descriptor

**ADMINISTRATOR OF CONTRACTING AND ACQUISITIONS**

**Education and Experience:**

Statutorily Required: N/A

Minimum Qualifications: Bachelor's degree and five (5) years of professional procurement experience.