

## Acquisition Management Specialist Senior

### I. KIND AND LEVEL OF WORK

Advanced professional level contract review, approval and procurement work; second of two classes in the Acquisition Management Specialist series. This work may only be performed within Minnesota Department of Administration because of the scope and complexity of contracts. Incumbents in the Acquisition Management Specialist Senior classification are centralized in the Department of Administration and manage the acquisition or purchasing process for products and services for all state agencies, not a single agency.

Under administrative direction, this classification serves as a state-wide procurement expert, drawing on significant legal and policy knowledge and expertise in procurement and contracting. At this level, incumbents serve as experts contributing to the creation and implementation of state-wide contracting policy. They lead or assist in leading complex negotiations with vendor agencies and advise on negotiation issues. They are responsible for guiding state agencies through complex or difficult acquisition and procurement issues.

Positions at this level exhibit a thorough foundation of procurement methods as they create and apply innovative concepts and facilitate resolution of the procurement process.

### Distinguishing Characteristics

At this level, incumbents exercise deep knowledge in contracting and procurement processes and provide technical leadership to Acquisition Management Specialists based on their expertise in their designated contracting area(s). Incumbents in the Acquisition Management Senior role have more independence and a greater degree of discretion in resolving complex problems. Incumbents in this class are expected to facilitate and manage procurement processes that involve more risk, complexity and involve work with higher level officials across the enterprise. In addition, incumbents have more responsibility to understand and incorporate national trends and best practices.

An Acquisition Management Specialist Senior will have higher delegated signing authority and may serve in lead roles or regularly conduct reviews on the work of others or a combination of all three.

### III. EXAMPLES OF WORK/DUTIES

- Plan, develop, implement, and administer all phases of the acquisition process considering quality, economic, societal, and environmental issues using significant discretion and drawing on considerable knowledge and expertise in procurement and acquisitions so that the State achieves the highest value for its acquisitions.
- Coordinate, lead, and support multiple government agency subgroups in the development of enterprise contracts that sufficiently and efficiently serve the needs of the end-users while reducing redundancy and ensuring compliance.

- With a high level of discretion, conducts research into products or services of considerable complexity and cost impact to determine the most appropriate acquisition method; and leads the acquisition throughout the term of the contract.
- Reviews documents to ensure compliance with legal and policy requirements, including solicitations, contracts, amendments, specifications, annual plans, and other documents.
- May serve in lead roles or regularly conduct reviews on the work of others.
- Create and implement policies, training, training curriculum, manuals and other resources to effectively navigate or guide agencies and other stakeholders through the procurement process, consistent with all applicable statutes, policies and rules.
- Identify, communicate, and solve complex problems that arise in the procurement process with solutions rooted in the policies, procedure, standards, statutes and goals set by the Legislature, Governor or other leaders in the enterprise.
- Represent the state in contract negotiations including complex legal situations related to performance issues, default and recovery in state-wide or nation-wide contracts. This may include leading complex negotiations with vendors agencies and advising team members on negotiation issues.
- Advise management or other leaders in the enterprise on policies and procedures required to effectively maintain the standards including those set by the Legislature and Governor.

## II. KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- *Contract procurement law and practices sufficient to review, improve and approve statewide contracts for goods, services (both professional/technical services and routine services) and utilities.*
- *Principles, theories, and techniques of acquisition and materials management sufficient to prepare contracts, write specifications, evaluate and research products and services.*
- *Market research, specification writing, and the design and organization of acquisition documents for a broad range of commodities, services, vendors, and marketplaces sufficient to ensure that the purchased product meets the state's or agency's needs.*
- *Knowledge of and the ability to apply principles of risk assessment and contract compliance.*

Ability to

- *Provide expert consultation and guidance to state agencies and other governmental entities in complex contracting and contract management.*
- *Independently create and issue the documents relying significantly on subject matter expertise and creativity.*
- *Provide knowledge and support specific to complex audits or contract analysis.*

Skill in:

- *Communication to effectively negotiate contracts, conduct interviews, facilitate meetings, and deliver presentations involving higher level state officials.*
- *Analysis to analyze product or service information sufficient to choose products or services that are suitable for agency needs and meet standards and cost factors.*
- *Preparing briefs and other legal documents to be used by the Attorney General in evaluating litigation or settling cases involving contracts.*

## LICENSURE/CERTIFICATION/STATUTORY REFERENCES

N/A

## N/A SPECIAL WORK CONDITIONS

N/A

## REFERENCES

Former title(s): Contract Administrator Senior

## REVISION HISTORY

Established 5/92

Ckd.:2/03

T.C.: 4/95

Revised 7/24