

Department: Economic and Community Development
Reports to: Deputy Executive Director

General Statement

Performs professional procurement and contract administration work to obtain goods, services, materials, equipment, and professional assistance that support Land of Sky Regional Council operations, programs, and regional initiatives. Ensures procurements and contracts are competitive, transparent, properly documented, and compliant with applicable federal and North Carolina requirements, Council policies, and funding-source conditions.

Distinguishing Features of the Class

An employee in this class administers a broad range of purchasing, solicitation, contract, and vendor-management activities for the Council. The position develops and manages formal and informal solicitations; evaluates bids and proposals; prepares and administers contracts, purchase orders, and related documents; and advises the department on compliant procurement practices. Work requires independent judgment, strong analytical and communication skills, and close coordination with program staff, Finance, legal counsel, vendors, consultants, and funding partners. The employee works in accordance with North Carolina General Statutes, federal procurement requirements including 2 CFR Part 200 when applicable, and Council policies and procedures.

Duties and Responsibilities

Essential Duties and Tasks

- Administers and oversees procurement activities, ensuring compliance with applicable North Carolina municipal and local-government purchasing laws, federal requirements, Council policies, grant conditions, and approval authorities.
- Develops, issues, and manages formal and informal solicitations, including Requests for Proposals (RFPs), Invitations to Bid (ITBs), Requests for Qualifications (RFQs), quotations, and related addenda.
- Evaluates bids and proposals; coordinates selection and evaluation processes; documents procurement decisions; and prepares recommendations for award consistent with statutory requirements and Council procurement guidelines.
- Reviews, drafts, negotiates, and administers contracts, purchase orders, service agreements, amendments, and related procurement documents to ensure legal, financial, operational, and funding-source compliance.
- Monitors active contracts for adherence to scope, performance standards, deliverables, schedules, budget controls, insurance requirements, and other terms; coordinates renewals, amendments, closeouts, and corrective actions as needed.
- Maintains complete, accurate, and audit-ready procurement and contract records in accordance with Council, State, federal, retention, and audit requirements.
- Provides guidance, technical assistance, and training regarding procurement rules, contract administration, purchasing procedures, solicitation development, and documentation requirements.
- Serves as a liaison with vendors, contractors, consultants, member governments, and other stakeholders to promote clear communication, fair competition, and effective business relationships.
- Research, analyze, and recommend improvements to procurement policies, procedures, forms, systems, and workflows to improve efficiency, transparency, competition, and compliance.

Additional Job Duties

- Performs related duties as required.

Recruitment and Selection Guidelines

Knowledge, Skills, and Abilities

- Thorough knowledge of North Carolina General Statutes, federal procurement requirements, and Council policies and procedures governing the purchasing of goods, services, materials, equipment, and professional services, particularly for infrastructure and construction procurement.
- In-depth knowledge of public purchasing laws, business methods, markets, sources of supply, purchasing practices, contract administration, and price trends.
- **Knowledge of procurement requirements applicable to North Carolina funded programs, especially infrastructure and building construction projects, when applicable.**

- Knowledge of procurement requirements applicable to federally funded programs, including Uniform Guidance, 2 CFR Part 200, when applicable.
- Ability to write clear, concise, and comprehensive solicitations, specifications, contracts, purchase orders, and procurement documentation.
- Ability to evaluate specifications, bids, quotations, and proposals accurately, objectively, and in accordance with established criteria.
- Ability to interpret and explain procurement laws, regulations, policies, and procedures to staff, vendors, and other stakeholders.
- Strong analytical, organizational, oral, and written communication skills, with the ability to articulate recommendations clearly and effectively.
- Ability to establish and maintain effective working relationships with Council officials, employees, vendors, consultants, member governments, funding agencies, and the public.
- Working knowledge of accounting, budgeting, internal controls, and financial systems as they relate to procurement and contracting.
- Proficiency using computer technology and procurement, contract-management, document-management, and office productivity systems.

Organization Conformance Standards for all positions:

- Perform quality work within deadlines with or without direct supervision.
- Interact professionally and courteously with employees, customers, member governments, vendors, and partners.
- Work effectively as a team contributor on all assignments.
- Communicate and coordinate work effectively with employees and organizations to accomplish shared objectives.
- Function effectively in stressful circumstances and maintain a high level of professionalism and ethical conduct.
- Maintain regular and punctual attendance.

Physical Requirements

- Must be able to perform light work exerting up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects.
- Must possess the visual acuity to prepare and analyze written or computer data, determine the accuracy and thoroughness of work, operate a motor vehicle or equipment as needed, and observe general surroundings and activities.

Working Conditions

- The employee is not subject to adverse environmental conditions.

Minimum Education and Experience

- Bachelor's degree in purchasing, finance, business administration, public administration, or a related field.
- **At least 3-5 years of North Carolina public-sector procurement experience.**
- Possession of Certified Local Government Purchasing Officer (CLGPO) certification, or the ability to obtain certification subject to course availability.

Special Requirements

- Possession of a valid North Carolina driver's license, or any valid driver's license with the ability to obtain a North Carolina driver's license within 60 days of establishing permanent residence in North Carolina.