

The County of Nassau is seeking applicants for the position of Deputy Chief Procurement Officer.

**Job Description:**

Under the direction of the Chief Procurement Officer, the Deputy Chief Procurement Officer will be responsible for performing and supervising review and approval of solicitations and proposed contract awards, interpreting and enforcing all procurement laws, policies and procedures, drafting proposed rules and procedures, advising departmental staff in procurement matters, and acting in the role of Chief Procurement Officer in his/her absence.

**Specific duties may include:**

- Review and approve requests to initiate, pre-solicitation reviews, vendor responsibility determinations, recommendations for awards, contract award packages, and related procurement documents
- Review and approve sole source justifications
- Review vendor disclosures and advise departments of any deficiencies found
- Advise departmental procurement staff of and enforce procurement policies and procedures
- Conduct staff training regarding procurement policies and procedures
- Draft proposed new procurement rules and procedures
- Assist with design and enhancement of information systems supporting procurement and vendor responsibility review functions
- Review vendor appeals and draft responses
- Track and review delegations of procurement authority
- Represent the County in discussions with vendors regarding procurement issues
- Coordinate procurement activities with the Office of Minority Affairs to promote vendor diversity in procurement opportunities
- Track and report vendor and procurement performance data
- Compose and manage procurement-related public information
- Supervise staff performing the any of the above duties
- Oversee vendor integrity monitoring functions
- Any other duties at the direction of the Chief Procurement Officer

**Required Experience and Education:**

A minimum of 10 years of experience in public contracting and/or related complex public administration functions showing increasing responsibility; 3 years of supervisory or management experience preferred;

Bachelor's Degree required; JD preferred.

The selected candidate shall demonstrate a strong capacity for analysis of complex information, policies, and processes; ability to develop and conduct presentations; and manage or direct complex operations.

For consideration, please submit resume.

Nassau County Residency Preferred.

Salary commensurate with experience.

**NASSAU COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER**

**PERSONNEL CHOSEN FOR MERIT AND FITNESS WITHOUT REGARD TO RACE, RELIGION, SEX, AGE, NATIONAL ORIGIN, DISABILITY, MARITAL STATUS OR ANY OTHER BASIS PROTECTED BY LAW**