



MONTEREY PENINSULA REGIONAL PARK DISTRICT

Accepting Applications for the Position of: PROCUREMENT AND CONTRACTING TECHNICIAN

SALARY: \$29.72/hour

EMPLOYMENT TYPE: Full-time (40 hours per week)

DIVISION: Administration

OPENING DATE: 8/21/2024

CLOSING DATE: Open Until Filled

MONTEREY PENINSULA REGIONAL PARK DISTRICT

The Monterey Peninsula Regional Park District (MPRPD) is a public agency supported by local property taxes. Its purpose is to acquire scenic and unique open space lands for public use and enjoyment. MPRPD boundaries include the cities of Marina, Seaside, Sand City, Del Rey Oaks, Monterey, Pacific Grove, Carmel, and the unincorporated areas of the former Fort Ord, Pebble Beach, Carmel Valley, and Big Sur. MPRPD represents 130,000 residents and manages or helped to protect nearly 14,000 acres.

REPORTS TO

Finance Manager and Administrative Services Manager

JOB OVERVIEW

Perform a variety of routine, to complex technical and administrative duties in the preparation, maintenance, and processing of a range of purchasing and contracting projects to procure products and services and prepare and track contracts and agreements. An example of duties include, but are not limited to:

Procurement, Contract or Agreement Processing

- Analyze Statement of Work (SOW) and project plans to evaluate acquisition and contract requirements and determine appropriate solicitation process, such as Request for Proposal (RFP), Invitation to Bid (ITB), Request for Quotation (RFQ), Request for Information (RFI), and Request for Qualifications (RFQ).
- Assist in defining specifications and developing solicitation documents.
- Write and administer solicitation documents and recommend or make quotation or contract awards.
- Locate sources of supplies, products and services and advise staff on availability, costs, and trends.

- Prepare and release purchase requests and documents.
- Review contracts and agreements for compliance with requirements, regulations, and specifications.
- Interpret related rules and policies and advise MPRPD staff on correct methods and processes, procurement policies and procedures.
- Compile statistics and estimates to use in preparing reports.
- Assist with preparation of grant reporting and reimbursement requests.
- Coordinate schedules, arrange for, and participate in public meetings.

Contract/Agreement Administration

- Update and monitor databases that track contracts and agreements.
- Verify adherence to contract or agreement terms and conditions.
- Answer questions or find information for MPRPD staff, the public, contractors, and vendors.
- Find solutions to shipping, receiving, and billing discrepancies or payment disagreements with users, vendors, local government representatives or contractors.
- Write contract amendments due to changes in project scope or to solve contractor or construction problems.
- Establish and maintain complete files and records related to assigned functions.
- Gather and tabulate data used in the preparation of records and reports; research background information and account histories; collect and prepare data and files to facilitate and expedite the year-end financial audit.
- Assist vendors, divisions, and employees by providing procurement and contracting support and explaining policies and procedures and answering questions.
- Perform other duties, as required.

QUALIFICATIONS

The successful candidate will possess any combination of training and experience that would provide the required knowledge, skills, and abilities. A typical way to obtain the required qualifications would be:

- Equivalent to the completion of the twelfth (12th) grade, preferably, but not mandated, supplemented by college-level coursework in business administration, economics, accounting, procurement and contracting, or a related field.
- Three (3) years of procurement and contract administration experience.

KNOWLEDGE OF

- Principles and methods of governmental procurement and contracting.

- Principles and processes in business and organizational planning, coordination, and execution such as resource allocation, production methods.
- Economic and accounting practices and analysis and reporting of financial data.
- Communication and dissemination techniques including alternative ways to inform others via written, oral, electronic, and visual media.
- Business arithmetic and basic financial and statistical techniques.
- Computerized software and systems related to procurement and contracting processes.
- Recordkeeping, information processing requirements, and rules and policies related to the production of public procurement and contracting.
- Techniques for providing a high-level of customer service by effectively dealing with the public, vendors, and contractors, MPRPD Board members, staff, and volunteers.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and office practices and methods, computer equipment and software programs (i.e., MS 356, Adobe, OpenGov Procurement) to perform daily tasks.

ABILITY TO

- Learn, adopt, and implement MPRPD policies and related contracts and documents.
- Perform duties associated with administering a comprehensive procurement and contracts management program.
- Use logic and analysis to identify the strengths and weaknesses of different available options.
- Weigh the relative risks, costs, and benefits of a process or potential action.
- Manage and prioritize one's time to efficiently complete tasks and manage multiple projects simultaneously.
- Accurately perform arithmetic calculations and analyze statistical data.
- Work with staff to maintain a high-level of integrity and confidentiality when dealing with sensitive and complex procurement and contracting issues.

BENEFITS

Medical, Dental, Vision and Life Insurance; Vacation, Sick, and Holiday leave benefits

APPLICATION PROCESS

A fully completed MPRPD employment application is required. Resumes submitted in lieu of an application will NOT be accepted. **Incomplete applications, or those received after the closing date will NOT be considered.**

Application process will include evaluation of initial screening of the MPRPD application and a panel interview with selected candidates. A limited number of applicants who most clearly meet the needs of this position in terms of training, experience, education, and other job-related characteristics will be invited to participate in the interview process.

Final candidates will undergo background check, medical, and drug screening, as detailed in the application.

TO APPLY

The employment application can be downloaded at: <https://www.mprpd.org/employment-opportunities>.

Return completed applications to: Administrative Services Manager Shuran Parker, at jobs@mprpd.org

In accordance with Federal law, MPRPD will hire only individuals who are legally authorized to work in the United States. As a condition of employment, you will be required to present proof of your identity and employment eligibility.

MPRPD IS AN EQUAL OPPORTUNITY EMPLOYER

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