

# PROCUREMENT DIVISION MANAGER CAPITAL CONTRACTING OFFICE



CITY OF AUSTIN, TX

505 Barton Springs Rd.  
Austin, Texas 78704





## **UNIQUE OPPORTUNITY—PROCUREMENT MANAGER**

Come be a part of the team that makes things happen! Austin is a growing, progressive, prosperous and inclusive community, and Capital Improvement Projects (CIP) support its dynamic growth. To make these projects a reality requires a top-notch procurement team, led by an innovative, knowledgeable, and experienced Procurement Manager. This unique leadership opportunity is currently available!

### **THE CAPITAL CONTRACTING OFFICE**

The Capital Contracting Office procures professional and construction services for the delivery of capital improvements that result in improved quality of life for all City of Austin residents. As an employer, the Capital Contracting Office provides a professional work environment that values quality work, exceptional customer service, good stewardship of resources, and the promotion of trust through transparency and effective communication. The leadership style is participative, collaborative, and inclusive. The culture statement describes the organization as a place where the team is “Connected, Empowered and Committed to Excellence.” The team is customer-focused and progressive in its approach to finding procurement solutions, with a continuous eye towards improvement.

The Capital Contracting Office is comprised of three divisions, two of which perform full lifecycle procurement and contracting of construction-related services. Procurement methods include traditional Invitation for Bids and Requests for Qualifications, as well as alternative delivery methodologies such as Design-Build, Construction Manager at Risk, Competitive Sealed Proposals, Job Order Contracting and utilization of Professional Service Rotation Lists. This team interacts regularly with various stakeholders including CIP business partners, trade associations and the consulting and contracting communities.

### **THE POSITION**

The Procurement Manager reports to the Deputy Officer, and manages procurement units comprised of supervisory and professional staff. The position provides advice and guidance to CIP business partners on construction-related procurements; leads and manages procurement activities; resolves disputes related to contracting activities; and represents the department at various meetings and events with City management, boards and commissions, trade associations and other internal and external stakeholders.

The ideal candidate will have demonstrated success as a leader, values team collaboration, possesses experience procuring construction-related services for a governmental entity, and has effective negotiation, conflict management and presentation skills.