



W. M. KECK OBSERVATORY  
On the summit of Mauna Kea, Island of Hawai'i

## CONTRACTS & PURCHASING OFFICER

*This position requires you to [submit your resume on-line](#) with your cover letter that states why you are uniquely qualified for the position.*

The W. M. Keck Observatory operates the world's two largest optical/infrared telescopes located on the summit of Mauna Kea on the Big Island of Hawaii. Within its non-profit environment, the Observatory seeks an experienced, independent, creative and hands-on Contracts and Purchasing Officer to manage a diverse range of routine to complex commercial procurement contracts, purchase orders, risk management and general business activities. The position requires a thorough understanding of federal procurement processes especially under OMB circulars A-110 and A-133 for NSF and NASA funded procurements.

Minimum qualifications: Bachelor's degree preferably in purchasing, business or related field. Five years of recent, directly related supervisory and technical experience combined with: a thorough knowledge of all aspects of contract formation, administration, closeout and subcontract; and cost and price analysis. Experience with: competitive bidding process; development of Statements of Work and Requests for Proposals; development of vendor negotiation and cost reduction strategies; and superior written and verbal ability to communicate effectively with a diverse group of people.

This is a regular position with a competitive, comprehensive benefits package including relocation assistance and private school (K-12) tuition support for dependent children. Salary is dependent upon qualifications and experience. The position is opened until filled. Employment is conditional on successful completion of drug tests. This position requires you to [submit your resume on-line](#) with your cover letter that states why you are uniquely qualified for the position. Additional information about WMKO and this position may be found on our web site at [www.keckobservatory.org](http://www.keckobservatory.org). EEO/M/F/D/V

## POSITION DESCRIPTION

|                        |                                  |                     |         |
|------------------------|----------------------------------|---------------------|---------|
| <b>POSITION TITLE:</b> | Contracts and Purchasing Officer | <b>DEPARTMENT:</b>  | Finance |
| <b>INCUMBENT:</b>      | VACANT                           | <b>FLSA STATUS:</b> | Exempt  |
| <b>REPORTS TO:</b>     | Chief Financial Officer          | <b>MEMBER:</b>      |         |
| <b>SUPERVISES:</b>     | Purchasing Agent                 |                     |         |

### **SUMMARY:**

Under the general supervision of the Chief Financial Officer, this position is responsible for all aspects of WMKO's contracting and procurement management. Position manages a variety of government, international and commercial procurement contracts and purchase orders in accordance with company policies and procedures, applicable laws, and project requirements. Desired competencies: Working knowledge of all aspects of contract formation, negotiation, administration, closeout and termination in a regulatory environment. Ideal candidate should be a motivated, hands-on, self-starter who can work both independently and collaboratively to meet time sensitive deadlines within a fast-paced, entrepreneurial environment.

### **ESSENTIAL FUNCTIONS:**

1. **Contract Evaluation** – For vendor procurements & services and WMKO property use, advise management in contractual rights, risks, and obligations; establish critical contract terms and provide direction for interpretation and application of conditions, remedies, indemnities, liabilities, and terms; negotiate terms and conditions in WMKO's best interests; solve problems on proposals, negotiations, and contracts. Respond to complex inquiries regarding contract obligations and revisions. Suggest alternatives leading to the best solution. Select and prepare the appropriate contract type (i.e., fixed price, labor hour/time & materials, cost reimbursement,

etc.). Draft related documents, secure internal approvals, vendor acceptances, and award contracts.

2. **Contract Administration** – Perform post-award administration activities. Complete and update contract snapshot summaries. Review and manage the contractual obligations of the parties: resolve disputes, negotiate modifications, terminations, and contract closeout. Provide continual review to ensure that all terms & conditions are met. Suggest remedies for non-performance or warranty violations. Liaise with Finance staff to ensure accurate and timely payment of vendor invoices in accordance with contract terms. Assist staff in final acceptance and payment process. Prepare and disseminate information regarding contract status, compliance, modifications, etc. Work closely with Purchasing Agent in administering contracts including vendor payments.
3. **Procurement Best Practices** - Establish and regularly enhance Observatory best practices to improve both procurement and contract policies and procedures that: assure responsiveness to staff needs; achieve the best value within funding; and achieve excellence in contractor performance for obtaining goods and services on time and within budget. Regularly seek-out new best practices procurement methods and processes including e-commerce opportunities to increase labor efficiencies and reduce costs. Prepare policy and procedure manuals. Train, achieve buy-in, and monitor Observatory staff on best practices.
4. **Compliance** - Protect the Observatory's eligibility for external funding by ensuring that all sponsored project procurements (grants and contracts) comply with Observatory policies, prime contract flow-downs, and all federal and state mandates. Interface with various governmental agencies on related issues and provide guidance, advice and action on such matters to management and staff. Perform research as needed to remain abreast of changes in the contracting regulatory environment. Develop and manage internal contract compliance systems and provide training to personnel on regulatory, procurement policy, and cost compliance matters. Work closely with the Finance and Sponsored Programs staff to assure that fiscal accountability and compliance is maintained. Assist Finance staff in the proper handling of federally-acquired property acquisitions, sales, surpluses and disposals.
5. **Statements of Work Development** – Proactively work with requestors and vendors in developing or completing specifications to clearly define scopes of work and needs. Add value to requestors' statements of work (SOW) development to increase their effectiveness in obtaining the required goods and services, thereby improving cost effectiveness and meeting project schedules.
6. **Competition** - Prioritize, oversee and develop with staff required informal and formal vendor solicitations for execution of: Requests for Proposals (RFP), Requests for Contracts (RFC), Requests for Assistance (RFA) and Requests for Quote (RFQ) and other procurement and contract management related functions for fabrication & equipment purchases and professional services agreements and contracts. Develop strategies to arrive at fair and reasonable prices for cost/price analysis and acceptable terms and conditions. Manage the formal contract bid process. Qualify vendor proposers. Ensure correctness of vendor single and source justifications.
7. **Procurement/Purchasing** –Continue enhancement of the procurement process. Ensure purchase order terms and conditions are maintained with new compliance and regulatory changes. Maintain knowledge on and train staff on international procurement issues: customs/duties, fees/taxes and import/export regulations. Supervise and assist the Purchasing Agent in practicing effective and efficient procurement processes. Develop and review purchase requests and ensure authorization as necessary to facilitate the timely purchase of products or services. Serve as backup to and perform duties of the Purchasing Agent when required: place orders with vendors, issue purchase orders, manage the annual maintenance renewal process for cost effectiveness and quality vendor selection; conduct annual market price analyses for general business procurements; analyze and request discounts with high-volume vendors; and, research and obtain bids on leased equipment to assure fair and reasonable prices on purchases.
8. **Legal Collaboration** – As directed, work closely with the Observatory's legal counsel: the General Counsel offices of Caltech and UC. Effectively communicate and assist them on important legal matters; seek their help as needed, secure their approvals as required and assist them on their requests and projects. Manage vendor relationships of outside Observatory legal counsel through negotiation and review of contract terms, performance and fees.
9. **Vendor Administration** – Perform market research and assist staff in locating/obtaining qualified vendors. Screen selected vendors to determine required qualifications. Oversee verification of appropriate bonding, certification, licensing, WMKO requirements (waivers, hazards and driving requirements) and insurance coverage secured by contractors and the maintenance of those records. Monitor and report on vendor performance. Maintain vendor performance database. Maintain positive, functioning vendor relationships.

10. **Risk Management** - Maintain various general Observatory legal and liability vendor and guest forms with general counsel. Work with insurance brokers to secure appropriate Observatory insurances (general, property, D&O liability, auto, etc.) and monitor and disseminate insurance requirements to staff. Develop and implement policies and procedures for minimizing independent contractor liability and tax risks. Assist the Caltech insurance and real estate department personnel in joint property or insurance matters. Assist Finance with providing property bills of sale.
11. **Information Management** – Be familiar with and utilize computerized resources and tools for tracking contracts and expenditures; other contract related files and reports; and the purchase requisition, order and receipt systems. Work closely with the IT Specialist to fully utilize the current Financial Information System and other programs and maintain the procurement information on the intranet website for staff.
12. **Strategic Initiatives** - Utilizing objective analysis of problems, independent judgment to identify needs, and proposal of initiatives to address corporate strategies, work as assigned on special projects undertaken by management to advance departmental goals and objectives.
13. **Managing People** - Include staff in planning, decision-making, facilitating and process improvement; take responsibility for subordinates' activities; make self available to staff; provide regular performance feedback; develop subordinates' skills and encourage growth; Solicit and apply customer feedback (internal and external); foster quality focus in others; improve processes, products and services. Continually work to improve supervisory skills. Lead by example. Responsible for annual performance reviews of staff. Clarify team purpose and goals; build team commitment and strengthen team's collective skills and work approach; ensure that team members work collaboratively in support of cross-training to assist in peak load times, during office absences and as a general resource for all users of these services
14. **Team Work** - Work effectively with coworkers, collaborators and others by sharing ideas in a constructive, positive manner; listening to and objectively considering ideas and suggestions from others; keeping commitments; keeping others informed of work progress and issues; accepting and meeting mutually agreed upon performance objectives and work deadlines; addressing problems and issues constructively to find mutually acceptable and practical solutions; and respecting the diversity of the WMKO workforce in actions, words, and deeds
15. **Safety** - Maintain commitment to a high standard of safety, comply with all safety laws and WMKO safety policies/rules, and report actual and potential safety violations to appropriate supervisory or management personnel to further WMKO's core value of safety.

#### **OTHER DUTIES:**

1. Serve as backup for the Purchasing Agent. May drive WMKO vehicles.
2. Perform other duties consistent with the scope of the position

#### **Minimum Qualifications:**

##### *Education and Experience*

1. Bachelor's degree from a recognized college or university, preferably in Purchasing, Business or or related field.
2. Five years of recent, directly related experience in contract administration preferably in a federally-funded collaborative grants/contracts environment including vendor bidding competitive experience such as vendor negotiations, Requests for Proposals (RFP), evaluation of RFP
3. Five years supervisory experience in the development and administration of contracts and/or procurements.

##### *Knowledge:*

4. Requires a command of purchasing principles, methodologies, and concepts commensurate with all purchasing applications.
5. Thorough knowledge of all aspects of contract formation, administration, closeout and subcontracts.
6. Thorough understanding of federal procurement processes and legal & federal compliance terminology related to contract administration, especially under OMB circulars A-110 and A-133 and the Federal Acquisition Regulations (FARS) and various Supplements (especially NASA FAR Supplements).
7. Comprehensive knowledge of applicable federal, state, and local procurement regulation, sales tax, customs and duties and related laws and ordinances to prepare conforming contracts and purchase orders.
8. Knowledge of cost and price analysis as it relates to contract regulations, negotiation and preparation.

*Skills:*

9. Ability to interpret laws, regulations and apply them to sound businesses practices.
10. Excellent analytical, negotiation, and writing skills to prepare well-written agreements that will bind other organizations.
11. Superior oral communication and negotiation skills with the ability to communicate effectively with a diverse group of people in a helpful, effective, and informative manner in person/by phone/by email while demonstrating initiative, flexibility, promptness, tact, and diplomacy.
12. Ability to setup and maintain automated, electronic and manual record keeping systems.
13. Able to interact effectively with senior management, with other staff at collaborative institutions, be a hands-on working Supervisor, and able to work in a team environment.
14. Uphold self to strict ethical standards: integrity, objectivity, and confidentiality.
15. Very proficient in MS Word, Outlook, Excel and PowerPoint.
16. Comfortable working in a fast paced, entrepreneurial environment under strict time constraints.
17. Problem solving—the individual identifies and resolves problems in a timely manner and gathers and analyzes information skillfully.
18. Interpersonal Skills—the individual maintains confidentiality, remains open to others' ideas and exhibits willingness to try new things.
19. Oral communication—the individual speaks clearly and persuasively in positive or negative situations, demonstrates group presentation skills and conducts meetings.
20. Written Communication—the individual edits work for spelling and grammar, presents numerical data effectively and is able to read and interpret written information.
21. Planning/organizing—the individual prioritizes and plans work activities, uses time efficiently and develops realistic action plans.
22. Quality control—the individual demonstrates accuracy and thoroughness and monitors own work to ensure quality.
23. Adaptability—the individual adapts to changes in the work environment, manages competing demands and is able to deal with frequent change, delays or unexpected events.
24. Dependability—the individual is consistently at work and on time, follows instructions, responds to management direction and solicits feedback to improve performance.
25. Safety and security—the individual actively promotes and personally observes safety and security procedures, and uses equipment and materials properly.

*Other Requirements:*

26. Willingness to commit to WMKO core and cultural values. Core Values: Safety, Integrity, Respect, Discovery and Service. Cultural Values: Education/Learning, Communication, Teamwork, Rewarding Work Environment, Excellence and Community Involvement.
27. Willingness to maintain or increase skills and attend professional development seminars offered by professional contracts and procurement organizations or other appropriate training.
28. Valid drivers license with clean abstract record.

**Desirable Qualifications and Skills:**

29. An advanced degree in a related field from a recognized, accredited institution.
30. Certifications: Certified Purchasing Manager (CPM), or Certified Professional Contracts Manager (CPCM) status or National Contract Management Association (NCMA) membership.
31. Procurement and e-Procurement experience with university sponsored technical and science research and development projects
32. Construction-related experience including Davis-Bacon Act compliance and requirements
33. Experience in or knowledge of Microsoft Dynamics SL Purchasing and Contracts software and Reqlogic. Experience managing federally-acquired or government-owned property.

Incumbent

Date

Supervisor

Date