

**BUTLER COUNTY COMMISSIONERS PERSONNEL OFFICE
ANNOUNCEMENT OF VACANCY**

Posting Date: 4/23/2024

Response Deadline: until filled

Agency: Butler County Commissioners	Job Title: Director of Assets, Procurement & Projects
Classified: <input type="checkbox"/> Unclassified: <input checked="" type="checkbox"/>	Bargaining Unit: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Overtime Exempt: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Salary: \$98,145.22 - \$145,414.46
Location: 315 High St, Hamilton OH 45011	Hours of Work: M-F, 8:00 a.m. – 5:00 p.m.

ESSENTIAL FUNCTIONS:

Under the direct supervision of the County Administrator, responsible for overseeing and managing the areas and staff of procurement, facilities/assets, maintenance, project management, capital improvements, risk management, and ancillary functions under the essential departments; coordinates and collaborates these areas with departments, elected offices, and agencies; streamlines business processes and systems; translate strategic plans into operational goals; restructure business operations to achieve operational efficiencies; encourage culture of continuous business improvement, and define performance metrics to monitor overall success.

Serve as County Facilities/Asset/Property Manager and maintain accurate records of facilities/ assets and leases and contracts; coordinate occupancy, use, maintenance, capital improvements and other actions as appropriate to insure efficient operations, cost, effective maintenance and capital improvements and adequate provision of appropriate space for County functions.

Serve as County Procurement Manager and coordinate procurement process for Commissioner departments and other County offices and agencies; negotiate with vendors and contractors when necessary; coordinate bid process; monitor compliance of lawful government purchasing consistent with local, state, and federal laws; serve as liaison between various departments, offices and the Prosecutor's Office in reviewing RFPs, ITBs, and contracts; collaborate with other political jurisdictions and co-op organizations to share best practices and joint purchasing opportunities.

Manage special projects by assembling teams to develop work plan to execute project, schedule project timelines and milestones, communicate with all necessary elected officials and department heads specific to their organization or operations.

Monitor contracts, leases, and purchased services to ensure accountability and compliance with procured and contracted goods and services; intervene when challenges to a County contract are identified; facilitate and schedule contract monitoring meetings with staff and providers; serve as liaison between departments and third-party providers to resolve concerns and outstanding issues.

Maintain County fleet inventory at department level; secure vehicle titles through the Ohio Bureau of Motor Vehicles; serve as administrator for vehicle specific bank issued fuel cards; process vehicle accident reports; report all insurance claims to the appropriate party and collaborate with Finance Director to ensure fiscal controls are maintained.

Serve as County Prevailing Wage Coordinator and as point of contact with various departments for projects requiring prevailing wage compliance, attends training to remain knowledgeable.

Administer the County's online auction processes and work with departments, elected offices, and agencies to manage County's real and personal property disposal process, including repurposing, selling or disposing of obsolete, damaged and unneeded County owned inventory or property.

Draft reports and develop analyses for the County Administrator to monitor compliance, cost benefit, and processes in all responsible disciplines and specifically in procurement and contract management.

Meet all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.

REQUIRED QUALIFICATIONS:

- Bachelor's degree in business, finance, public administration, engineering, project/construction management or related discipline.
- Knowledge and 5 years work experience in the areas of contract development and application, compliance or management and procurement.
- Any combination of education, experience and/or training equivalent to the stated minimum qualifications.

SELECTION PROCEDURE: Resumes and Interviews

SUBMIT COVER LETTER AND RESUME TO: resumes@bcOhio.gov (indicate job title in subject line)

BUTLER COUNTY WILL CONSIDER INTERNAL APPLICANTS PRIOR TO EXTERNAL APPLICANTS

Pursuant to the ADA Amendments Act of 2008, Butler County will consider all qualified applicants for employment, including persons with disabilities. The applicant must be able to perform the essential functions of this job with or without reasonable accommodation. Upon the request of any qualified applicant, this office will evaluate any reasonable accommodation that may be needed to enable a disabled person to participate in the application process or perform these essential duties.

AN EQUAL OPPORTUNITY EMPLOYER