



Department of
Administrative Services
Customer Focused, Performance Driven

Department of Administrative Services JOB ANNOUNCEMENT

ANNOUNCEMENT #:	200914
JOB TITLE:	Group Category Manager – State Purchasing Division
LOCATION:	200 Piedmont Avenue, West Tower; Atlanta, GA 30334
APPLICATION DEADLINE:	Open until filled
WHO MAY APPLY:	All Applicants
PAY GRADE:	21 (Position may be eligible for alternative work schedule)
MINIMUM SALARY:	\$7,205.63 per month (salary commensurate with experience)

GENERAL DESCRIPTION:

The State of Georgia spends over \$4 billion annually to provide the goods and services to support government infrastructure. In 2005 the State Purchasing Division for the State of Georgia began an innovative transformation as a result of our Governor's request to provide procurement excellence for the citizens of Georgia. As a result of the transformation, three (3) distinct service delivery teams were created: Strategic Sourcing, Knowledge Center, and Customer Advocacy.

Strategic Sourcing is responsible for category management and the supplier development process for all purchases managed by the state. Strategic Sourcing consists of four (4) sourcing teams which are: Goods, Services/Special Projects, Information Technology and Infrastructure.

We currently seek a **Group Category Manager** to join our strategic sourcing team. As a member of the team you will have the opportunity to drive cross-group collaboration for multiple statewide sourcing initiatives, cost reduction efforts, and process optimization. You will interface with legal, finance and other agency professionals from various administrative departments and various agencies statewide.

The individual we seek will be dynamic, progressive, and collaborative; in a work environment that is vibrant, fast moving and stimulating. She/he will manage/lead a team of procurement professionals responsible for achieving targeted performance metrics and performance achievement for your assigned category group, developing and executing procurement strategies that are designed to maximize customer satisfaction and minimize costs for the assigned categories with the group, and developing and maintaining strong working relationships with internal and external stakeholders. You must be a self starter and results oriented having achieved significant milestones during your professional career as related to savings, negotiations, and strategy.

Job Responsibilities:

- Lead and develop the overall sourcing strategy for one of four commodity groups (infrastructure, IT, Services or Goods); taking into account cross-functional implications. Review business plans and insure alignment with organizational strategic objectives and goals.
- Ensure a high level of stakeholder ownership/support through implementation of approved sourcing strategy and communication of sourcing value proposition.
- Manage and foster key relationships within category of responsibility with both internal personnel and external customers.
- Deliver year to year cost reductions and maximize the total cost of ownership as it relates to the given commodity.
- Conduct quarterly business reviews (QBR). Develops category group dashboard to report performance against key

measures.

- Lead negotiations and drive for the best optimized value proposition (life-cycle management, TCO, value stream mapping, etc.)
- Exhibit proactive communication; assess the need for immediate action.
- Provide guidance, leadership and category expertise to peers and peer groups.
- Develop, mentor, and coach subordinates to execute strategies while building/elevating skills sets and career advancement.
- Build consensus and navigate through ambiguity; possess the ability to bring structure into an ambiguous environment and relate well to people at all levels of the organization.
- Strong project management capabilities with demonstrated experience in evaluating risk; being able to identify critical path activities.
- Partner with agency leaders and senior management across the State of Georgia.
- Own, develop, manage and execute programs for all assigned categories. Prepare strategic plans and manage the planning of RF(x)'s as contracts expire.
- Seek and share best practices (market analysis, cost modeling, risk analysis, benchmarking, eRFx, etc.) while developing synergies within the State Purchasing Division and with key stakeholders across the State's enterprise.
- Ensures that procurement activities are conducted in a professional and ethical manner.
- Manage resource allocation between category activities and special projects within the group.
- Serves as a key approver for vendor agreements and assists in critical vendor negotiations and relationship building.
- Excellent and demonstrated negotiations skills. Demonstrates strong decision making skills and makes decisions that are consistent with the overall mission and goals of State Purchasing.
- Answers protests and/or vendor questions for specific solicitations in accordance with established timeframes.
- Experience in applying modern procurement techniques such as the "7 step methodology" and project management of complex solicitations with multiple constituents.

Required Knowledge, Skills, and Abilities

- Strong oral, written communication and presentation skills
- Ability to market statewide contracts and support the development of campaigns designed to create awareness across the enterprise.
- Strong interpersonal skills
- Strong people management skills (managing, motivating, developing staff)
- Ability to effectively work with internal and external stakeholders
- Strong decision making skills
- Strong category and general procurement background
- Expert knowledge of pricing and negotiations
- Expert knowledge of major supply markets, categories, and products
- Ability to think strategically
- Familiarity with PeopleSoft 9.0 or similar ERP systems
- Purchasing Card program management and/or use and experience with a p-card
- eProcurement and on-line catalog management experience
- SharePoint experience
- Experience and understanding of multi-stage strategic sourcing methodology
- Work with internal systems/operations teams to enable and implement processes and systems that drive overall procurement efficiency and improve process compliance

- Reverse Auctions experience (Emptoris, Procuri, Ariba, PeopleSoft, etc.)

MINIMUM ENTRY QUALIFICATIONS:

- Completion of a Master's degree in business administration (MBA) or public administration (MPA) from an accredited college or university AND Five years of professional procurement/sourcing experience, three years of which were in a managerial capacity;
- OR Completion of a four-year degree from an accredited college or university AND Seven years of professional procurement/sourcing experience three years of which were in a managerial capacity.
- OR Ten years of professional procurement/sourcing experience, three years of which were in a managerial capacity.
- OR Two years of experience at a level equivalent to Category Manager.
- Proficient with Microsoft Office Suite (Word, Excel, PowerPoint, Access & Outlook)

PREFERRED QUALIFICATIONS: Preference will be given to applicants who, in addition to meeting the minimum qualifications, possess one or more of the following:

- Certification as a Certified Professional Public Buyer (CPPB), Certified Public Purchasing Officer (CPPO), Certified Associate Contracts Manager (CACM), Certified Professional Contracts Manager (CPCM), or a Certified Purchasing Manager (CPM or CPSM).
- Prior government procurement experience
- E-Sourcing and on-line catalog management experience
- Experience using PeopleSoft Financials 7.2 or 8.8 or 9.0
- Procurement/sourcing experience in one of the commodity categories (Infrastructure, Information Technology, Services or Goods)

HOW TO APPLY: All applicants must submit

- A completed State of Georgia application, obtained from the DOAS website: www.doas.ga.gov; resume, and salary history from three (3) most recent positions.
- Applications & resumes should be emailed to: recruiter@doas.ga.gov or faxed to 404-463-3699.
- Please reference the job title or announcement number for which you are applying.
- Please include salary requirements on your resume.
- **Applications/resumes received without a job title, announcement number or salary history will be considered unsolicited applications and will not be reviewed.**

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