
SUMMARY

Founded in 1927, Episcopal Community Services (ECS) is a non-profit organization that is breaking barriers and transforming communities to cultivate a strong, vibrant San Diego where all have unlimited potential. ECS provides more than \$30 million in health and human services in the areas of early childhood education, behavioral and mental health, and homelessness. Every client is served regardless of ethnic background, culture, gender, age, sexual orientation or religious creed. ECS is searching for a Procurement and Lease Administration, Senior Manager who embraces our mission and possesses a strong commitment to supporting the life-changing services we offer.

GENERAL DESCRIPTION

Reporting to the Controller, the **Procurement and Lease Administration, Senior Manager** is responsible for all stages of the process of acquiring services or property, beginning with the process for determining a need for services or property and ending with contract completion. The Procurement and Lease Administration, Senior Manager provides oversight of the procurement and property lease systems and workflows to support ECS' strategic plan. This role serves as a liaison between leadership and program management to ensure all procurement-related projects are carried out efficiently and effectively.

ESSENTIAL FUNCTIONS

Procurement Responsibilities

- Responsible for managing and overseeing the work of staff engaged in performing large or complex bids, contracts, and purchases to meet ECS' cost, service and delivery standards and compliance with applicable laws, rules, codes, regulations, policies, and procedures. Experience with the Federal Uniform Guidance is a plus.
- In partnership with the program and administrative teams, the Procurement & Lease Administration Manager monitors the expenditure activities; including, Capital, Operating and Property expenditures; and reviews budget variance reports, and supports programs and management in implementing necessary procurement corrective actions.
- Directs the development and implementation of the procurement ECS's strategic plan; manages the analysis, development, implementation, and administration of systems and programs to support ECS' operational needs consistent with the strategic plan.



- Manages and monitors processing of purchase orders and purchasing-related contractual agreements; reviews and monitors Agency purchases to ensure compliance with applicable laws, codes and ECS policies; reviews requisitions and determines proper sources of supply.
- Provides necessary authorizations, expertise, guidance, and assistance to management and staff in purchasing-related matters; confers with managers and staff to evaluate specialized and technical information and data and provides decisions and recommendations.
- Establishes, develops, and maintains positive vendor relationships; oversees the identification, investigation, securing and monitoring of new supply sources; interviews vendors regarding new or improved products, practices, and methods.
- Maintains official files of procurement, property, leasing agreements and related documents.
- Work closely with Program Management and Accounting Team to resolve any issues with purchase orders, packing slips and release of encumbered expense.
- Develops and implements new contract templates that comply with laws and government regulations.
- Experience with prevailing wages, Davis Bacon Act is a plus.
- Manages the required vendor/supplier documentation i.e. certificates of insurance, W9's, waivers, debarment information, business bureau reports, references, etc.

Lease Administration Responsibilities

- Provides support, supervision and direction to the Maintenance Manager and Facilities Team.
- Develops and maintain systems for monitoring and managing all leases (office and equipment,) services and utility contracts associated with ECS leased and owned properties.
- Negotiates lease renewals and new, service and utility contracts for ECS facilities.
- Maintains data on all sites including square footage of leased space and support the accounting and finance department in budgeting based on square footage.
- Act as the primary contact for landlords and vendors.
- Assists in departmental budget preparation.
- Experience with tenant or leasehold improvements is a plus.
- Develop and maintain good working relationships with all landlords providing facilities related services to ECS.
- This job description is not intended to be all-inclusive, and employee will also perform other reasonable related business duties as assigned by immediate supervisor and other management as required.



EDUCATION & EXPERIENCE

- Bachelor's Degree in Business Administration or a related field or experience.
- At least three (3) years of documented success in procurement and/or property management preferable in a social service environment.
- At least three (3) years of professional experience in a procurement management role required.
- At least three (3) years of supervisory experience.

OTHER/SPECIAL:

Ability to pass a physical examination, tuberculin skin test, alcohol and drugs, including marijuana. Fingerprint clearance and criminal check required. Free from exclusion and debarment. Verification of current driver's license and automobile insurance required for personal car usage. Proof of COVID-19 vaccination, including booster is required.

Compensation: DOQE.

For additional information and to apply, please visit our website:

<https://www.ecscalifornia.org/careers>

ECS accepts online submissions only.