

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

**Posting Date:** 01/12/2021

**Response Deadline:** 01/22/2021

Resumes accepted until position filled

<b>Agency:</b> Butler County Commissioners	<b>Job Title:</b> Director of Assets, Procurement & Projects
<b>Classified</b> <input type="checkbox"/> <b>Unclassified</b> <input checked="" type="checkbox"/>	<b>Bargaining Unit</b> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
<b>Overtime Exempt</b> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	<b>Salary:</b> \$84,219.20 - \$124,800
<b>Work Location:</b> 315 High Street	<b>Hours of Work:</b> M-F, 8:00a.m. – 5:00p.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; translates strategic plans into operational goals; restructures business operations to achieve operational efficiencies; encourages culture of continuous business improvement, and defines performance metrics to monitor overall success.

Serves as County Facilities/Asset/Property Manager and maintains accurate records of facilities/ assets and leases and contracts; coordinates 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.

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

Manages 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.

Monitors contracts, leases, and purchased services to ensure accountability and compliance with procured and contracted goods and services; intervenes when challenges to a County contract are identified; facilitates and schedules contract monitoring meetings with staff and providers; serves as liaison between departments and third-party providers to resolve concerns and outstanding issues.

Maintains County fleet inventory at department level; secures vehicle titles through the Ohio Bureau of Motor Vehicles; serve as administrator for vehicle specific bank issued fuel cards; processes vehicle accident reports; reports all insurance claims to Centralized Human Resources and Insurance Agent/CORSA and collaborates with Finance Director to ensure fiscal controls are maintained.

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

Administers the County's online auction processes and works 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.

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

Meets 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:**

Butler County Commissioners Personnel Office  
315 High Street, Suite 640  
Hamilton, OH 45011

Email to: [resumes@bcOhio.us](mailto:resumes@bcOhio.us)  
(Please indicate Job Title in subject line.)

**BUTLER COUNTY WILL CONSIDER INTERNAL APPLICANTS PRIOR TO EXTERNAL APPLICANTS**

Pursuant to the Americans with Disability Act of 1993, 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**