TITLE: Administrative Analyst III (Contracts & Procurement)  
EMPLOYMENT TYPE: Exempt  
DIVISION: Finance Contracts & Procurement  
APPLICATION DEADLINE: Friday, July 19, 2019  
PAY RANGE: $1,730 - $2,595 per week ($89,949 – $134,924 estimated annual salary)  
WORK LOCATION: San Carlos, CA  
WORK SCHEDULE: Full-Time  

JOB SUMMARY: Administrative Analyst III (Contracts & Procurement) reports to the Director, Contracts & Procurement, and is responsible for performing a wide variety of analytical and program management in support of Contracts and Procurement for the San Mateo County Transit District (SamTrans), the Peninsula Corridor Joint Powers Board (Caltrain), and the San Mateo County Transportation Authority (TA).

EXAMPLES OF ESSENTIAL FUNCTIONS:

- Develop summary reports and presentations on C&P program development and status. Review report and presentation of drafts with management.
- Develop C&P Standard Operating Procedures (SOPs), manuals, training materials and templates for internal and external customers.
- Represent department and develop response to financial and program audit requests/findings.
- Act as a liaison and respond to internal and external stakeholders on C&P related program management and processes. (Including representation on technical and business functional issues with the information technology team that impact internal and external users.)
- Oversee the administration of C&P document control processes, including record maintenance to ensure compliance with established policies and procedures and third party requirement.
- Supervise staff. Hire, mentor and take appropriate corrective and/or disciplinary action. Ensure EEO policies and procedures are followed. Participate in selection, coordinate staff training and professional development, objectives, monitor and evaluate employee performance.

EXAMPLES OF DUTIES:

- Conduct and lead complex procurement related studies, research, data analysis, and provide recommendations. Develop detailed report specifications, test, maintain, and enhance complex analytical and business driven reports.
- Research, develop, implement and monitor business process improvement programs.
- Research issues, analyze business processes and make change recommendations.
- Manage the agencies’ P-Card program administration, including training, and compliance.
- Represent the department through participation on interdisciplinary committees.
- Act as the department’s project manager for services, products, and equipment.
- Work with third party funding sources, District staff, and consultants on document control access and sharing of information.
- Organize and audit administrative and technical documents, including, but not limited to, department policies, procedures, rules, regulations, forms, and website content.
- Manage the department’s records retention efforts to ensure timely disposal of records in accordance with established procedures.
- Assist in developing and administering annual budgets, including analyzing current and historical trends, determining variances and improving cost effectiveness.
- Develop and present training and technical assistance to staff and contractors on agency contracting policies, procedures and requirements.

San Mateo County Transit District, 1250 San Carlos Ave., San Carlos, CA  94070-1306
Evaluate job performance of staff which also includes the professional development of staff through the identification of on-the-job and other professional development opportunities.

Perform all job duties and responsibilities in a safe manner to protect one's self, fellow employees, and the public from injury or harm. Promote safety awareness and follow safety procedures in an effort to reduce or eliminate accidents.

Perform other duties as assigned.

SUPERVISION: Works under the general supervision of the Director, Contracts & Procurement who assigns tasks and responsibilities, and monitors and evaluates performance.

MINIMUM QUALIFICATIONS:
Sufficient education, training and experience to demonstrate the knowledge and ability to successfully perform the essential functions of the position. Development of the required knowledge and abilities is typically obtained through but not limited to:

- Bachelor’s degree in Business or Public Administration, Planning, Public Policy, Finance and/or other related field.
- Three (3) years of experience performing professional level administrative and analytical duties.
- One year of supervisory experience.

OTHER REQUIREMENTS:
- Experience in public agency purchasing is preferred.
- Experience in project management is preferred.
- Must be proficient in Microsoft Office Suite, including Sharepoint.
- Must have effective verbal and written communication skills.

SELECTION PROCESS MAY INCLUDE:
Applications will be screened for completeness and minimum qualifications.

Written and/or skills assessment examination.
Finalists will be interviewed by a screening and selection panel.
Background investigation.

CURRENT EMPLOYMENT BENEFITS AT SAMTRANS:
Holidays: Seven paid holidays, plus up to five floating holidays per year
Time Off: Paid Time Off: up to 26 days per year
Cafeteria Plans: Medical, dental, vision care, group life insurance and more
Transportation: Free Bus Transportation for employees and qualified dependents
Pension: Social Security and California Public Employees Retirement Systems (CalPERS)

- Classic Members – 2% @ 60 benefit formula, 3 year average of highest compensation
- New Members – 2% @ 62 benefit formula, 3 year average of highest compensation

HOW TO APPLY:
Although we encourage applicants to apply online, we are still accepting paper applications.

- Apply 24 hours a day through our online application system at [www.smctd.com/jobs.html](http://www.smctd.com/jobs.html) or complete a SamTrans Employment Application per instructions printed on the application. You must submit a completed application to be considered for this position. Incomplete or late applications will not be considered.
- When completing the online application, please follow instructions on the Prospective Employee Reference Guide found at [www.smctd.com/jobs.html](http://www.smctd.com/jobs.html). When completing the paper application, please specify the position for which the application is being submitted.
- Incomplete or improperly completed online or paper applications may be rejected even if you are qualified for the position for which you are applying. It is your responsibility to ensure that the online or paper application reflects the work experience and education needed to meet the requirements for the position(s) for which you are applying.
- Whether applying online or with a paper application, your completed application package must be received by the District’s Human Resources Department by the specified deadline to receive consideration. Paper applications must be received by the Human Resources Department by 4:30 pm on the application deadline date. Online applications must be submitted prior to midnight on the application deadline date.
- You may call (650) 508-6308 to verify your online or paper application has been received.

The Human Resources Department will make reasonable efforts in the recruitment/examination process to accommodate applicants with disabilities upon request. If you have a need for an accommodation, please call (650)508-6308. SamTrans is an Equal Opportunity Employer.