

April 1, 2019

**TITLE:** Procurement Administrator II  
**EMPLOYMENT TYPE:** Exempt  
**DIVISION:** Finance (Contracts & Procurement)  
**APPLICATION DEADLINE:** 4:30 p.m. on Friday, April 26, 2019  
**(Including Supplemental Questionnaire)**  
**PAY RANGE:** \$1,564 - \$2,346 per week (\$81,306 to \$121,960 estimated annual)  
**WORK LOCATION:** 1250 San Carlos Avenue, San Carlos, California  
**WORK SCHEDULE:** Full Time

**Job Summary:** The Procurement Administrator II reports to a Procurement Administrator III in Contracts and Procurement, and is responsible for preparing and processing Invitations for Bids (IFBs), Requests for Proposals (RFPs), Requests for Quotations (RFQs), and Purchase Orders (PO's) for the procurement of goods, materials, equipment, professional services, and public works.

**Examples of Essential Functions:**

- Manage all phases of the procurement process in compliance with applicable local, state and federal laws, rules, regulations, and policies governing public agency purchasing (e.g. California Labor Code, Prevailing Wage, and California Contract Code).
- Review solicitation requirements for reasonableness, recommend contract type, determine appropriate procurement strategy, and method of compensation.
- Develop terms and conditions and solicitation provisions.
- Lead contract negotiations to achieve best overall value for the agency.
- Perform contract administration (e.g. administer contract amendments, prepare in-house memoranda, and correspond with vendors and legal staff).

**Examples of Duties:**

- Authorize award of contracts and approve purchases, contract amendments, and work directives consistent with District policy and procedures.
- Prepare and issue professional service agreement work directives. Negotiate and maintain rate agreements and any adjustments in mark-ups or indirect rates with consultants in coordination with project managers.
- Maintain contract records that includes print and website advertising, leading pre-bid/proposal meetings, lead site walk-throughs, respond to requests for approved equals, address questions and requests for clarification, conduct public bid openings, analyze bids received, determine responsiveness and responsibility of apparent low bidders, check references and perform cost/price analyses.
- Manage and perform contract activities using PeopleSoft.
- Develop contract language by collaborating with subject matter experts from such areas as Risk Management, Disadvantaged Business Enterprise (DBE), Labor Compliance, Project Management, Finance, Capital Grants, and Legal Counsel.
- Research and evaluate sole source procurement requests.
- Provide guidance to Project Managers on all aspects of the procurement solicitation and contracting process. This includes evaluating scope of work, identifying evaluation criteria, and developing timelines.
- Prepare written reports and contract award recommendations.
- Provide guidance and administration on a wide variety of contracts.
- Interface with government, and transit agencies.
- 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:** Work under the supervision of a Procurement Administrator III who monitors and evaluates performance, with input from the Director, Contracts and Procurement.

**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 Administration, Economics, or related field.
- Three (3) years relevant full-time professional-level experience with procurement and administration of equipment, material, maintenance, public works, and professional or other services-type contracts.

**Other Requirements:**

- Experience in public agency purchasing is highly desired.
- One or more of the following Professional procurement certifications is desired: Certified Professional Public Buyer (CPPB), Certified Public Procurement Officer (CPPO), Certified Purchasing Manager (CPM), or Certified Professional Supply Management (CPSM).
- Working knowledge of an Enterprise Resource Program (ERP) such as PeopleSoft, SAP, JD Edwards, and Oracle.
- Must be proficient in Microsoft Word and Excel
- Must have effective verbal and written communication skills.

**Selection Process May Include:**

Applications will be screened for completeness and minimum qualifications

**Supplemental questionnaire must be completed with application to be considered for this position**

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: 26 days per year

Cafeteria Plans: Medical, dental, vision care, group life insurance, and more

Transportation: Free bus transportation for employees and qualified dependents

Retirement: Social Security and 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 online or complete a SamTrans Employment Application per instructions printed on the application.
- 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.
- Your completed application package (**including responses to the supplemental questionnaire**) 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.

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 Minorities/Women/Persons with Disabilities/Veterans

**San Mateo County Transit District  
Procurement Administrator II  
Supplemental Questionnaire 2019  
To be completed by: Friday, April 26, 2019**

**GENERAL INFORMATION:** Each applicant must complete this supplemental questionnaire as a part of the application screening and selection process. The information you provide will be reviewed and used to determine your eligibility to move forward in the selection process. Incomplete responses, false statements, omissions, or partial information may result in disqualification from the selection process. Candidates who respond to questions with, “see application” or “see resume” will not have their supplemental questionnaires evaluated and will be eliminated from the selection process. You must complete this supplemental questionnaire, in addition to the SamTrans application.

**DIRECTIONS:** Please answer all of the questions below. Your responses and other application materials will be assessed for content, as well as organization, clarity, and conciseness. It is not necessary to have a background in all of the areas listed in order to be considered for employment in this position. Candidates possessing the best job related qualifications will be invited to continue in the selection process. **In answering the questions below, be sure to indicate your employer, dates of employment with the employer, and your job title for the experience described, as applicable:**

1. Please provide three (3) recent examples of RFP’s you have written and been responsible for.