

JOB OPENING ANNOUNCEMENT

Apply On-line at www.smctd.com/jobs.html

Employment Hotline 650-508-6308

November 9, 2020

TITLE: Procurement Administrator II
EMPLOYMENT TYPE: Exempt
DIVISION: Finance (Contracts & Procurement)
APPLICATION DEADLINE: Monday, November 30, 2020
(Including Supplemental Questionnaire)
PAY RANGE: \$1,564 - \$2,346 per week (\$81,306 to \$121,960 estimated annual)
WORK LOCATION: San Carlos, CA
WORK SCHEDULE: Full-Time

GENERAL: 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 for the San Mateo County Transit District (SamTrans), the Peninsula Joint Corridors Board (Caltrain), and the Transportation Authority (TA).

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 the 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: Works 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.

PREFERRED QUALIFICATIONS:

- 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.
- Proficient in Microsoft Word and Excel
- Effective verbal and written communication skills.

SELECTION PROCESS MAY INCLUDE:

The process will include a panel interview and may include written and skills test assessments or supplemental questions. Only those candidates who are the most qualified will continue in the selection process. Meeting the minimum qualifications does not guarantee an invitation to continue in the process.

CURRENT EMPLOYMENT BENEFITS AT SAMTRANS:

Holidays:	Seven paid holidays, plus up to four 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) <ul style="list-style-type: none"> • 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:

- To apply, please visit the www.smctd.com/jobs.html. Complete an online employment application and supplemental questionnaire by 11:59 pm on Monday, November 30, 2020. A resume will not be accepted in lieu of the application and supplemental questionnaire. Incomplete application will not be considered.
- 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 contact the Human Resources Department at (650) 508-6308.
- San Mateo County Transit District celebrates diversity and is committed to creating an inclusive, and welcoming workplace environment. We are an Affirmative Action/Equal Opportunity Employer. Minorities, Women, Persons with Disabilities and Veterans are encourage to apply.

**San Mateo County Transit District
Procurement Administrator II
Supplemental Questionnaire 2020
To be completed by: Monday, November 30, 2020**

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 question 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) examples of a variety (preferably) of solicitations you have written and solely been responsible for from the past 2 years.**