

October 4, 2021

TITLE: Procurement Administrator II
EMPLOYMENT TYPE: Exempt
DIVISION: Finance (Contracts and Procurement)
PAY RANGE: \$1,730 - \$2,595 per week (\$89,949 – \$134,924 estimated annual)
APPLICATION DEADLINE: **Friday, October 29, 2021**
WORK LOCATION: San Carlos, CA

GENERAL DESCRIPTION:

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: 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 selection process may consist of an evaluation of the applicant's qualifications, review of the supplemental questionnaires, panel interview, practical exercise and/or internal Department interviews. Upon completion of the selection process, an offer of employment may be conditionally based upon the successful completion of employment and education verification and criminal background check.

BENEFITS:

For additional information on SamTrans benefits, please visit, <https://www.smctd.com/jobs.html#benefits>

Holidays: Seven paid holidays, plus up to four floating holidays per year

Paid Time Off: Up to 26 days (PTO) 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:

- To apply, please visit the www.smctd.com/jobs.html. Complete an online employment application and supplemental questionnaire by 11:59 pm on Friday, October 29, 2021. 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.
- SamTrans 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 encouraged to apply.