

January 7, 2022

TITLE: Manager, Procurement
EMPLOYMENT TYPE: Exempt (Full Time)
DIVISION: Finance (Contracts and Procurement)
PAY RANGE: **\$2,342.00 - \$3,513.00 weekly (\$121,792 - \$182,688 estimated annual)**
APPLICATION DEADLINE: **This is a continuous recruitment until filled.**
WORK LOCATION: San Carlos, CA

GENERAL DESCRIPTION:

The Manager, Procurement reports to the Director, Procurement and is responsible for managing the procurement of goods, materials, equipment, professional services, and public works required for bus and rail operations 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:

- Manage assigned teams who administer the procurement process for the Caltrain Modernization Program (CalMod), public works, rail operations, bus operations, professional services, surplus disposition, and small purchases.
- Oversee the creation and implementation of procurement policies, business process improvements, changes, and standard operating procedures.
- Authorize award of procurement contracts, contract amendments, and work directives consistent with procurement policies and procedures.
- Coordinate with staff, legal counsel, and Risk Management to resolve complex purchasing issues. Interpret provisions of Federal and State regulations pertinent to procurement.
- Assist with duties related to the agency's Procurement Credit Card Program
- Supervise Staff. Hire, mentor, and take appropriate corrective and/or disciplinary action. Ensure EEO policies and procedures are followed. Participate in selection of staff. Coordinate staff training and professional development. Establish performance objectives. Monitor and evaluate employee performance.

EXAMPLES OF DUTIES:

- Ensure the maintenance of accurate, auditable procurement contract records.
- Create and maintain procurement forms, templates and manuals, in accordance with Federal, State, and local rules and regulations.
- Collaborate with department staff and subject matter experts such as Legal Counsel, Labor Compliance, etc.
- Coordinate the department's response to various agency audits: address requests and findings.
- Research and implement new software services for improving procurement processes.
- Assist with preparing, reviewing, and analyzing procurement reports for the Board of Directors and other stakeholders.
- Create metrics to measure operational transactions and department performance.
- Act as the back-up to the Procurement Credit Card Program Administrator for activities such as documentation, training, monitoring, and compliance.
- Provide training to department staff and internal stakeholders on solicitation and contracting processes.
- 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: Work under the general supervision of the Director, Procurement who establishes goals and objectives, 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 Administration, Economics, Public Administration, Finance, or related field.
- Five (5) years full-time public agency purchasing experience including information technology, public works, and professional services contracts.
- Three (3) years of managerial experience.

PREFERRED QUALIFICATIONS:

- Certified Professional Public Buyer, Certified Public Procurement Officer, NIGP-CPP or similar certification.
- Experience with an Enterprise Resource Planning System (PeopleSoft).
- Transportation agency procurement experience.
- Proficiency in the use of Microsoft Office Suite.
- Effective communication orally and in writing.

SELECTION PROCESS MAY INCLUDE:

The selection process may consist of an evaluation of the applicant's qualifications, 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 This is a continuous recruitment until filled. A resume will not be accepted in lieu of the application. Incomplete applications 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.