



JOB TITLE:	<b>DIRECTOR OF PROCUREMENT</b>	DIVISION:	<b>DISTRICT - PROCUREMENT</b>
REPORTS TO:	<b>AUDITOR CONTROLLER</b>	EEO CATEGORY:	<b>01 – EXECUTIVE</b>
FLSA:	<b>EXEMPT</b>	SAFETY-SENSITIVE:	<b>NO</b>
CLASSIFICATION:	<b>NON-REPRESENTED</b>	LOCATION:	<b>SAN FRANCISCO</b>

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.*

### Position Summary

This position is responsible for the direction of the procurement function for the Golden Gate Bridge Highway and Transportation District to include management and oversight of all phases of procurement of supplies, equipment, buses, ferries, materials, services, and professional services, management and oversight of non-revenue fleet vehicles, and administration of the District procurement card program and surplus program.

### Essential Responsibilities

- Manages contract and procurement compliance activities for the District to ensure that all Divisions are in adherence to state, federal (Federal Transit Administration and Federal Highways/Caltrans), local laws, rules, and regulations, and District purchasing policies and guidelines.
- Supervises and trains a team of Procurement staff who are responsible for day-to-day procurement activities.
- Establishes employee performance goals and objectives, and monitors and evaluates employee performance.
- Manages the District's fleet regarding rotation of non-revenue sedan vehicles, DMV registration, 24-hour usage, and fleet reports.
- Develops policy and procedures governing the procurement process.
- Ensures integrity of procurement, contract administration, and materials management systems and processes.
- Revises the Procurement Manual and District policy as needed to ensure compliance with all Federal, State, local laws, rules, and regulations, and District guidelines.
- Develops and implements short-term and long-term goals to facilitate improvements for the Procurement Department.
- Provides leadership to identify procurement technology projects and implement systems and programs that improve operations.
- Strongly encourages the development and use of technology and processing practices to reduce the volume of procurements and the time each procurement takes.
- Implements best practices in procurement to support operational objectives.
- Researches and determines areas of cooperative purchasing to be incorporated in the District's Purchasing process.



- Provides oversight of the bid process including informal and formal solicitations and related activities.
- Manages and provides oversight for the processing of all purchase orders for supplies, equipment, and services.
- Oversees the management of the District's central warehouse and materials and parts inventory at all divisions.
- Oversees the sale or disposition of surplus equipment and scrap items.
- Manages centralization of contract activities across the District's operating divisions.
- Works with District staff to resolve disputes or settlement of contract claims.
- Consults with District Attorneys as needed on procurements.
- Assists in the annual year-end audit by providing assistance to Auditors regarding procurement activity.
- Composes, researches, compiles, summarizes and prepares a variety of complex correspondence, reports, and documents as needed.
- Manages operations of messenger service and mail delivery to various District departments.
- Regular and reliable attendance and performance is required

## Required Knowledge, Skills and Abilities

### Working knowledge of:

- Applicable state, federal (Federal Transit Administration and Federal Highways/Caltrans)), local laws, rules, and regulations governing public agency purchasing and contract administration principles, practices, and terminology

### Ability to:

- Demonstrate excellent management skills in planning, problem solving, decision making, delegation, communication, employee development, and adaptability.
- Lead and manage procurement operations and staff.
- Identify necessary procurement technology improvements, and educate end users on procurement software, rules, and procedures.
- Develop effective, collaborative working relationship and shared objectives to execute District goals and strategies.
- Assess external market trends and conditions to identify opportunities and risk in technology affecting procurement activities.
- Interpret and apply District policies and procedures.
- Demonstrate excellent negotiation skills up to the executive level, developed through significant experience and understanding of contract negotiation.
- Maintain professionalism when under extreme pressure, tight deadlines, or handling difficult situations.
- Manage multiple projects with a track record of delivering against project timelines.
- Demonstrate excellent communication skills, including written, verbal, and presentation skills.
- Demonstrate a high level of financial, quantitative, and analytical skills.
- Use of personal computer and software applicable to the work.

## Minimum Qualifications

### Education and/or Experience:

#### A combination of college level training and position related experience equivalent to:

- Bachelor's degree in Business, Economics, Engineering or a closely related field. Additional qualifying experience on a year-per-year basis may be substituted in lieu of degree
- Seven years' recent progressively responsible position-related experience, including a minimum of five years' supervisory or managerial experience
- Knowledge of applicable state, federal (Federal Transit Administration and Federal Highways/Caltrans), local laws, rules, and regulations governing public agency purchasing desirable
- Certified Professional in Supply Management (CPSM), Certified Public Procurement Officer (CPPO) or Certified Purchasing Manager (C.P.M.) preferred.

### Physical Requirements:

Mobility to work in a typical office setting. Vision to read printed materials and a computer screen. Hearing and speech to communicate in person and over the telephone. Routine use of computer, telephone and other office equipment. Ability to travel to District facilities.