



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

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

Under the Auditor Controller’s general direction, 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.

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
- Manages recruiting, training, and supervising a team of Procurement staff who are responsible for day-to-day procurement activities
- Provides leadership to identify procurement technology projects and implement systems and programs that improve operations
- Develops policy and procedures governing the procurement process
- 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
- 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
- Prepares and manages department and capital budgets for the Procurement Department
- Provides oversight of the bid process including informal, formal, and Request for Proposals (RFPs) 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 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 disputes



- Consults with District Attorneys as needed on procurements
- Assists in the annual year-end audit by providing assistance to Auditors regarding procurement activity
- Establishes employee performance goals and objectives, and monitors and evaluates employee performance
- Researches and determines areas of cooperative purchasing to be incorporated in the District's Purchasing process
- 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
- Manages the District's fleet regarding rotation of non-revenue sedan vehicles, DMV registration, 24-hour usage, and fleet reports
- 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
- Leading/managing procurement operations and staff
- Financial, quantitative, and analytical skills

Ability to:

- Use excellent management skills in planning, problem solving, decision making, delegation, communication, employee development, and adaptability
- 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
- 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
- Excellent communication skills, including written, verbal, and presentation skills
- Use 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

Required License:

- Must possess and maintain a current, valid California driver's license and satisfactory driving record

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.