



JOB TITLE:	<b>MARINE PROCUREMENT OFFICER</b>	DIVISION:	<b>DISTRICT – PROCUREMENT</b>
REPORTS TO:	<b>DIRECTOR OF PROCUREMENT</b>	EEO CATEGORY:	<b>02 – PROFESSIONAL</b>
FLSA:	<b>EXEMPT</b>	SAFETY-SENSITIVE:	<b>NO</b>
CLASSIFICATION:	<b>NON-REPRESENTED</b>	LOCATION:	<b>LARKSPUR</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**

Under the general direction of the Director of Procurement, this position is responsible for managing Ferry Division procurement activities to ensure efficiency and cost effective procurement practices. Leads, trains, develops and supervises professional procurement staff and support staff. Oversees the solicitation and award process for the procurement of capital equipment, supplies and services needed by the Ferry Division to include evaluation, negotiations and contract management functions. Coordinates and interprets policies, procedures, and applicable laws for District and grant funded procurements. Assists Director of Procurement in special projects, reports or documents, and other duties as assigned.

### **Essential Responsibilities**

- Solicits and awards or oversees the process of award of major ferry rehabilitation and refurbishment contracts.
- Solicits and awards or oversees the process of award of public works contracts and maintenance and repair contracts.
- Negotiates or prepares contracts that are highly complex and sensitive in nature.
- Supervises, trains, evaluates and manages performance of subordinate staff as assigned.
- Provides leadership and guidance to ferry procurement staff for day-to-day purchasing activities to ensure efficiency and consistency.
- Presents recommendations to Director of Procurement for resolution of procurement issues.
- Facilitates meetings with vendors and their representatives; may serve as chairperson on proposal evaluation committees; negotiates contract terms, and attends Committee and Board meetings as required.
- Sets and monitors schedules for Requests for Proposals and formal bids, coordinates appropriate committee meeting review, and assists in preparing Board reports.
- Provides management and oversight of Ferry Division warehouse and inventory.
- Implements departmental safety program activities effectively. This includes ensuring that all employees in the department follow established safe work practices and obey all safety rules.



- Ensures that those safety program activities applicable to the department are effectively implemented and carried out. This includes ensuring that all employees in the department follow established safe work practices and obey all safety rules
- Establishes and maintains effective working relationships with personnel at all levels in the organization, with vendors and members of the public.
- Performs related duties as assigned.
- Regular, reliable attendance and performance is required.

## Required Knowledge, Skills and Abilities

### Working knowledge of:

- Applicable state, federal (Federal Transit Administration Third Party Contracting Guidelines), local laws, rules, and regulations governing public agency purchasing and contract administration principles, practices, and terminology.
- California State Public Contract Code, Labor Code and prevailing wage requirements.
- Marine industry and understands the vernacular, operational and project management requirements of that environment.
- Best practices in public procurement and contract management.
- Best practices in warehouse and inventory management.
- Accounting, budgeting and cost, and price analysis principles.

### Skills in or Ability to:

- Demonstrate excellent management skills in planning, problem solving, decision-making, delegation, and communication.
- Use of electronic procurement, enterprise resource planning and document management systems.
- Demonstrates proficiency in contract law, terms and conditions.
- Collecting, analyzing, and presenting data.
- Developing and maintaining cooperative, effective, productive, and tactful working relationships with consultants, vendors, manufacturers' representatives, District staff, and others contacted in the course of the work.
- Exhibit excellent communication skills and the ability to present information effectively to various audiences.
- Work independently, organize work, set priorities, and meet critical deadlines.
- Demonstrate proficiency in Microsoft Word, Excel, PowerPoint and Access to generate spreadsheets, correspondence, presentations and work comfortably with other integrated technology systems.



## Minimum Qualifications

### Education and/or Experience:

#### College level training and experience equivalent to:

- Bachelor's degree in Business, Economics, Engineering, Accounting, or a closely related field. Additional qualifying experience on a year-per-year basis maybe substituted in lieu of degree.
- Five years' recent progressively responsible position-related experience, including a minimum of two years' supervisory experience.

### Licenses/Certifications:

- Certified Public Procurement Officer (CPPO), Certified Professional in Supply Management (CPSM), Certified Purchasing Manager (C.P.M.) or equivalent is highly desirable.
- Must possess and maintain a current, valid California driver's license and satisfactory driving record (May operate District vehicles).

### Physical Requirements:

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