

JOB TITLE:	PURCHASING OFFICER	DIVISION:	DISTRICT – PROCUREMENT
REPORTS TO:	DIRECTOR OF PROCUREMENT	EEO CATEGORY:	02 - PROFESSIONAL
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 general direction of the Director of Procurement, this position is responsible for managing District-wide purchasing activities to ensure efficient and cost-effective procurement practices. Leads, trains, develops, and supervises professional procurement and support staff. Oversees the solicitation, evaluation, negotiation, award, and contract-administration processes for capital equipment, services, goods, supplies, small public works, and maintenance and repair projects needed by the District. Coordinates and interprets policies, procedures, and applicable laws for centralized purchasing throughout the District.

Essential Responsibilities

- Develops and implements centralized purchasing policies and procedures for District-wide use
- Negotiates and prepares contracts that are highly complex and sensitive in nature
- Solicits, evaluates, and awards small public works and maintenance and repair projects, or oversees those activities when delegated
- Reviews procurement activities across all Divisions for compliance, efficiency, and opportunities for cost savings; makes recommendations for improvement
- Supervises, trains, evaluates, and coaches subordinate staff as assigned
- Provides leadership and guidance to procurement staff for day-to-day purchasing activities to ensure District-wide efficiency and consistency
- Assists Director of Procurement in special projects or assignments
- Presents recommendations to Director of Procurement for resolution of procurement issues
- Facilitates meetings with vendors and their representatives
- Attends Committee and Board meetings as required
- Sets and monitors schedules for solicitations, coordinates required committee review and assists in preparing Board reports
- Reviews inventory and purchasing reports for all Divisions to identify opportunities for cost savings, improved utilization, and efficient replenishment
- 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



- Regular and reliable performance is required

Required Knowledge, Skills and Abilities

Working knowledge of:

- Applicable state, federal (including current Federal Transit Administration third-party contracting requirements), and local laws, rules, and regulations governing public agency purchasing and contract administration, including principles, practices, and terminology
- California Public Contract Code, Labor Code, and prevailing wage requirements
- Best practices in public procurement and contract management
- Contract law and terms and conditions
- Best practices in warehouse, inventory, and materials management
- Accounting, budgeting, and cost and price analysis principles
- Financial, procurement and inventory management systems.
- Office suite (Word, Excel, PowerPoint, Teams, Forms)

Ability to:

- Demonstrate strong management skills in planning, problem solving, decision making, delegation, and communication
- Collect, analyze, and present data in a concise and easily understood manner for multiple audiences
- Develop and maintain cooperative, effective, productive, and tactful working relationships with consultants, vendors, manufacturers' representatives, District staff, and others contacted in the course of the work
- Work independently, organize work, set priorities, and meet critical deadlines

Minimum Qualifications

Education and/or Experience:

- Bachelor's degree in Business, Economics, Engineering, Accounting, or a closely related field. Additional qualifying experience on a year-per-year basis may be substituted in lieu of degree. A written statement detailing additional qualifying experience must be submitted at the time of application.
- Five years of progressively responsible experience in public procurement, contract administration, or a related field, including a minimum of two years of supervisory experience.

License(s):

- Certified Public Procurement Officer (CPPO), Certified Professional in Supply Management (CPSM), Certified Purchasing Manager (C.P.M.), NIGP Certified Procurement Professional (NIGP-CPP), or equivalent certification is highly desirable.



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.