Position Summary
Under general direction, this position is responsible for the management of multiple contracts; preparation and facilitation of various competitive and non-competitive procurements and contracts; conducting pre-bid/proposal conferences, selection committee meetings, interviews, negotiations, and price/cost analyses; carrying out established procurement policy and procedures; regular contact with a variety of District staff, vendors, consultants, and contractors; and performs related duties and special projects as assigned.

Essential Responsibilities
• Plans, organizes, reviews, prepares and processes necessary procurement documents and contracts for competitive and non-competitive procurements including requests for proposals, requests for qualifications, formal bids, solicitation letters, simplified negotiations, sole source and other procurements
• Ensures compliance with federal, state, local laws and regulations and District procurement policies and guidelines
• Prepares and coordinates documentation in preparation for FTA Triennial Audits
• Procures rolling stock (buses or ferries) in compliance with FTA regulations
• Purchase capital equipment and services essential to operations
• In coordination with project manager and attorney, negotiates and prepares contracts that are highly complex and sensitive in nature
• Maintains complete contract files, ensuring pertinent documents are current and all auditable contract records are included
• Consults with District attorneys on contract wording and other legal issues

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.
• Works with project manager in the administration of the contract throughout its duration, including processing amendments and change orders, exercising options, assisting with close out and termination, if necessary
• Coordinates and facilitates pre-solicitation conferences and explains requirements and process as needed.
• Reviews proposals/bids and requests for additional information and clarification as needed
• Coordinates and facilitates selection committee meetings and explains and enforces selection process
• Participates in resolving contract disputes
• Conducts cost and price analyses for products and services.
• Participates in procurement department initiatives and takes lead as assigned for projects
• Collaborate with other transit and public agencies to develop cooperative procurements
• Establishes and maintains effective working relationships with District employees, customers, vendors and all others contacted during the course of work using principles of excellent customer service
• Performs additional related duties as assigned
• Regular and reliable performance and attendance 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 procurement and contract administration principles, practices, and terminology

Ability to:
• Interpret and apply District policies and procedures to contract documents
• Plan and work on multiple contracts, set priorities and meet critical deadlines with interruptions
• Take initiative and exercise sound judgment within established guidelines
• Maintain professionalism while under extreme pressure, tight deadlines, or handling difficult situations
• Develop and maintain cooperative, effective, productive and tactful working relationships with District staff, attorneys and the general public
• Demonstrate strong organizational and analytical skills
• Demonstrate excellent oral and written communication skills
• Demonstrate proficient use of personal computer and software applicable to the work; and use computerized inventory and purchasing systems
• Demonstrate excellent oral and written communication skills
• Follow the safety and health rules and safe working practices applicable to the job
Minimum Qualifications

Education and/or Experience:
• Bachelor's degree in Business or Public Administration or a closely related field; additional position related experience may be substituted on a year per year basis in lieu of degree
• Three years' recent full-time position related procurement experience with the responsibility of preparing complex solicitation documents and contracts
• Public Agency experience is desirable
• Certified Professional Public Buyer (CPPB), Certified Professional in Supply Management (CPSM) or equivalent certification preferred.

Required License:
• Desirable to possess and maintain a current, valid California driver's license and satisfactory driving record; Position occasionally travels to other District offices and to meetings using District vehicles

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.