

JOB OPENING ANNOUNCEMENT

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Employment Hotline 650-508-6308

June 8, 2022

TITLE: Procurement Administrator III
EMPLOYMENT TYPE: Exempt
DIVISION: Finance (Contracts and Procurement)
PAY RANGE: \$2,117 - \$3,176 per week (\$110,089 – \$165,134 estimated annual)
APPLICATION DEADLINE: Friday, July 1, 2022
WORK LOCATION: San Carlos, CA

GENERAL DESCRIPTION: The Procurement Administrator III reports to the Manager, Procurement and is responsible for planning, coordinating, and executing the procurement of services and purchasing of goods for all three agencies (SamTrans, Caltrain, and TA (Transportation Authority) of the District.

EXAMPLES OF ESSENTIAL FUNCTIONS:

- Organize, plan and/or write formal solicitation/contract documents for procurements that are often complex and of high dollar value in accordance with District policy and procedures as well as applicable Federal Transportation Administration regulations and State laws. Demonstrate sound decision making and judgment in execution of duties.
- Make recommendations on policies and procedures as needed to ensure the success and compliance of all procurement-related activities.
- Ensure records are maintained and procurements are documented from origination through completion.
- Assist project managers in developing statements of work and evaluation criteria for requests for proposals.
- Supervise or lead pre-bid/proposal conferences and public bid openings.
- Supervise or perform cost/price analyses, proposal interviews and negotiation of contract terms.
- Provide procurement and contract administration guidance and direction to agency staff (internal customers) and make recommendations to management for resolution of procurement/contract issues.
- Prepare and present written and verbal communications to staff, management and the Boards.
- Supervise Staff. Hire, mentor, and take appropriate corrective and/or disciplinary action. Ensure EEO policies and procedures are followed. Participate in selection of staff. Coordinate staff training and professional development. Establish performance objectives. Monitor and evaluate employee performance.

EXAMPLES OF DUTIES:

- Prepare and produce solicitation and contract documents and supervises Contract Officers in the production of these documents
- Review and edit Board reports, solicitation and contract documents prepared by Contract Officers or others.
- Frequent contact with the Director, Contracts and Procurement, Executive Officers, legal counsel, and vendors to consult, negotiate or resolve procurement-related problems.
- Supervise or perform various PeopleSoft system transactions in the initiation and administration phases of procurements.
- Review and update monthly and annual procurement reports and forecasts.
- Develop procurement-related procedures.
- Lead or contribute to Procurement task forces and special projects.
- Evaluate job performance of staff which also includes the professional development of staff through the identification of on-the-job and other professional development opportunities.
- Perform all job duties and responsibilities in a safe manner to protect oneself, fellow employees and the public from injury or harm. Promote safety awareness and follow safety procedures in an effort to reduce or eliminate accidents.
- Perform other duties as assigned.

SUPERVISION: Works under the supervision of the Manager, Procurement, who establishes goals and objectives and evaluates performance.

MINIMUM QUALIFICATIONS: Sufficient education, training, and experience to demonstrate the knowledge and ability to successfully perform the essential functions of the position. Development of the required knowledge and abilities is typically obtained through but not limited to:

- Bachelor's degree in Business Administration, Economics, or related fields
- Five years of progressively responsible experience in a purchasing/contracting environment
- Two (2) year of supervisory experience.

PREFERRED QUALIFICATIONS:

- Experience in procurements of a broad variety of contracts such as equipment and materials, maintenance, public works, and professional or other types of services.
- Possess effective verbal and written communication skills.
- Familiar with Microsoft Office Suite.
- Effective verbal and written communication skills.

SELECTION PROCESS MAY INCLUDE: The selection process may consist of an evaluation of the applicant's qualifications, review of the supplemental questionnaires, panel interview, practical exercise and/or internal Department interviews. Upon completion of the selection process, an offer of employment may be conditionally based upon the successful completion of employment and education verification and criminal background check.

BENEFITS:

For additional information on SamTrans benefits, please visit, <https://www.samtrans.com/about-samtrans/jobs>

Holidays: Seven paid holidays, plus up to four floating holidays per year

Paid Time Off: Up to 26 days (PTO) per year

Cafeteria Plans: Medical, dental, vision care, group life insurance and more

Transportation: Free Bus Transportation for employees and qualified dependents

Pension: Social Security and California Public Employees Retirement Systems (CalPERS)

- Classic Members – 2% @ 60 benefit formula, 3 year average of highest compensation
- New Members – 2% @ 62 benefit formula, 3 year average of highest compensation

HOW TO APPLY:

- To apply, please visit the <https://www.samtrans.com/about-samtrans/jobs>. Complete an online employment application and supplemental questionnaire by 11:59 pm on Friday, July 1, 2022. A resume will not be accepted in lieu of the application and supplemental questionnaire. Incomplete application will not be considered.
- The Human Resources Department will make reasonable efforts in the recruitment/examination process to accommodate applicants with disabilities upon request. If you have a need for an accommodation, please contact the Human Resources Department at (650) 508-6308.
- SamTrans celebrates diversity and is committed to creating an inclusive, and welcoming workplace environment. We are an Affirmative Action/Equal Opportunity Employer. Minorities, Women, Persons with Disabilities and Veterans are encouraged to apply.