

SALEM AREA MASS TRANSIT DISTRICT

JOB DESCRIPTION

JOB TITLE: PROCUREMENT/CONTRACTS MANAGER

DIVISION: FINANCE

DEPARTMENT: FINANCE

FLSA: EXEMPT

POSITION NUMBER: 261

JOB SUMMARY:

Under the general direction of the Director of Finance, performs a wide variety of administrative and technical duties related to all contracting and purchasing activities for the District.

ESSENTIAL JOB FUNCTIONS:

Manages, supervises and coordinates the activities and operations of procurement and contracts department, including highly technical purchasing services and contracts; coordinates assigned activities with other divisions, departments and outside agencies; provides administrative support to the Director of Finance and; and performs related duties as assigned.

Duties included but not limited to:

- Assumes management responsibility for assigned services and activities of the procurement/contracts department including highly technical purchasing services and contracts.
- Serves as the liaison for the procurement/contracts department with other divisions, departments and outside agencies and; negotiates and resolves issues.
- Establishes and maintains current procurement and contracts policies and procedures.
- Conducts vendor product research; obtains and analyzes data to forecast future price trends; determines availability of products and; reviews new products and evaluates substitutions.
- Keeps up to date on State of Oregon purchase agreements and availability of goods and services on state contracts; plans and executes vendor selection process in accordance with District policies and procedures.
- Prepares invitations to bid/requests for proposal/requests for qualification documents from finalized specifications and scopes of work.

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- Reviews contract and format of bid documents; ensures bid documents comply with established guidelines, rules and regulations and; develops documents for authorization to award district purchase requirements.
- Reviews protests on bid awards; researches issues; coordinates with legal department and; makes recommendations on response.
- Prepares and submit legal notices of solicitation for publication and circulation.
- With appropriate personnel conducts pre-bid/pre-proposal conferences; responds to requests for information from vendors; reviews, tabulates and analyzes bid responses and; reviews bid results.
- Writes recommendations for award of contracts for Board action and makes presentations to Board of Directors as needed
- Ensures compliance with state and federal regulations as well as District policy regarding District procurement practices.
- Prepares draft procurement contracts and obtains concurrence with affected division.
- Submits draft to attorney for legal sufficiency and responds to inquiries from attorney; prepares final contract form for signature by all parties and; administers contracts.
- Maintains vendor contact files in accordance with policies and procedures as well as contract terms and conditions.
- Maintains compliance with Procurement Integrity Act, Buy American Act, District's Disadvantaged Business Enterprise, and American with Disability Act.
- Oversees contract activity and performs system and internal control reviews to ensure compliance with federal, state and local statutes and regulations and/or District policies and procedures with regard to contract administration including construction contracts for the District.
- Develops and recommends contracting and procurement policies and procedures.
- Serves as the Procurement department representative on the Archives Committee.
- Provides assistance and support to Director of Finance as needed by working on special projects and serving on District committees.
- Assists in proper accounting of expenditures for grant activity and maintaining necessary procurement records related to grants.
- Coordinates disposal of lost and found items and disposal of surplus capital items.
- Provides backup to other Finance staff as needed.

REQUIRED KNOWLEDGE, ABILITIES AND SKILLS:

Considerable knowledge of public agency (FTA, DOT, ODOT) purchasing and contracting principles, practices and techniques.

Considerable knowledge of laws pertaining to public procurement and contracting.

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Considerable knowledge of Procurement System Review, and audit procedures.

Considerable skill in organizing and prioritizing multiple tasks and projects.

Considerable skill in using personal computers and Window based word processing and spreadsheet applications.

Ability to collect, analyze, and interpret data and recommend sound policies and practices based on that data.

Ability to communicate, both orally and in writing, with other employees and the general public in a clear, concise, and logical manner at the level necessary to satisfactorily perform the duties of the position.

Ability to interact with other employees and the general public using courtesy, tact, and good judgement and to act as a positive representative of the District.

Ability to work cooperatively with others, be respectful of co-workers and promote teamwork.

Ability to maintain confidential information.

Ability to be self-starting and proactive.

Ability to carry out work assignments and tasks while meeting time, quality and quantity expectations.

Ability to perform job functions in a safe manner.

SPECIAL REQUIREMENTS:

Ability to obtain and maintain a valid Oregon Class C driver's license and driving record which demonstrates adherence to safety and traffic laws and regulations.

No criminal conviction which may, in the sole judgment of the District, constitute a threat to property or the safety of others.

REQUIRED EDUCATION AND EXPERIENCE:

Minimum 3 years in management and 7 years of experience in procurement and contract departments. Bachelor's Degree in business or public administration. Master's degree preferred OR an equivalent combination of training and experience. Experience in a public transit agency or governmental setting is preferred.

WORKING CONDITIONS:

Duties are performed primarily in an office environment.

May occasionally have to drive or take the bus to perform position functions. If incumbent wishes to drive, incumbent must present District with valid Oregon Driver's License and must maintain driving record which demonstrates adherence to safety and traffic laws.

Must travel occasionally to attend meetings or perform other duties of position.

Must occasionally lift or move materials weighing up to 50 pounds.

THE ABOVE STATEMENTS ARE INTENDED TO DESCRIBE THE GENERAL NATURE AND LEVEL OF WORK BEING PERFORMED BY EMPLOYEES ASSIGNED TO THIS JOB CLASSIFICATION. THIS DESCRIPTION DOES NOT INCLUDE OTHER OCCASIONAL WORK THAT MIGHT BE ASSIGNED WHICH WOULD BE SIMILAR, RELATED, OR A LOGICAL ASSIGNMENT TO THE POSITION.