



## Procurement/Contracts Manager

<b>Department:</b>	Finance
<b>Employee Group:</b>	Non-Represented
<b>Reports To:</b>	Chief Financial Officer
<b>FLSA Status:</b>	Exempt
<b>Approved By:</b>	
<b>Salary Grade:</b>	P

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### Our Vision

We deliver valued mobility options that inspire community pride.

### Our Mission

Creating Community Connections

### Our Values

Communication • Humility • Excellence • Respect • Resourceful • Inclusive • Ownership • Transparency • Safety

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### Nature of the Position

Under the administrative direction of the Chief Financial Officer, the Procurement and Contracts Manager manages, supervises, and coordinates the activities and operations of the 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 CFO; supervises and develops work plans for staff; responsible for cradle to grave contract and procurement administration; and performs related duties as assigned.

### Essential Duties and Responsibilities

- 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. Develops and recommends new and revised 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.
- Develops and maintains procurement processes, contracts, and vendor self-service portal in Tyler Munis (software).
- 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 following District policies and procedures.
- Prepares invitations to bid/requests for proposal/requests for qualification documents from finalized specifications and scopes of work.
- 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 submits 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; reviews bid results and performs cost/price analysis.
- Writes recommendations for the award of contracts for Board action and makes presentations to the 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 divisions.
- Submits draft to an attorney for legal sufficiency and responds to inquiries from an attorney; prepares final contract form for signature by all parties; and administers contracts.
- Maintains vendor contact files following policies and procedures as well as contract terms and conditions.
- Maintains compliance with the Procurement Integrity Act, Buy American Act, District's Disadvantaged Business Enterprise, and Americans 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 concerning contract administration including construction contracts for the District.
- Serves as the Procurement department representative on the Archives Committee.
- Provides assistance and support to the CFO 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.
- Provide backup to other Finance staff as needed.
- Performs additional duties as assigned.

### **Knowledge, Skills, and Abilities**

- Considerable knowledge of Procurement System Review, and audit procedures.
- Considerable skill in organizing and prioritizing multiple tasks and projects.
- Intermediate skill set and knowledge base using Microsoft Office Suite.
- Collect, analyze, and interpret data and recommend sound policies and practices based on that data.
- Interpret and apply local, state, and federal rules and regulations accurately and effectively.
- 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.
- Interact with other employees and the general public using courtesy, tact, and good judgment and to act as a positive representative of the District.
- Work cooperatively with others, be respectful of coworkers, and promote teamwork.
- Maintain confidential information.
- Be self-starting and proactive.
- Carry out work assignments and tasks while meeting time, quality, and quantity expectations.
- Capable of performing job duties safely.

## Minimum Qualifications

- Minimum 5 years in management and 10 years of experience in procurement and contract departments. Minimum 5 years of supervisory experience **OR** Any satisfactory, equivalent combination of related experience and training that provides the required knowledge, skills, and abilities listed above.

## Licenses, Certifications, and Other Requirements

- Bachelor's degree in business administration or public transportation **OR** a combination of education and experience that provides the required knowledge, skills, and abilities to perform the essential functions of the position. SAMTD reserves the right to determine the equivalences of education and experience.
- Considerable knowledge of public agency (FTA, DOT, ODOT) purchasing and contracting principles, practices, and techniques.
- Current Certified Procurement Professional (CPP) certification (or an equivalent).
- Considerable knowledge of laws pertaining to public procurement and contracting.
- Must present the District with a valid Oregon driver's license and must maintain a driving record that demonstrates adherence to safety and traffic laws and regulations.

## Physical Requirements

- Frequent use of a calculator, phone, printer, computer, and related hardware.
- A person must be able to stand, sit, see, hear, talk, use hands to type, handle, or feel tools or controls, and use hands and arms to reach.
- Occasionally lifting or moving up to 30 pounds is also required.

## Working Conditions

- Duties are performed primarily in an office environment.
- Must travel occasionally to attend meetings and conferences. May occasionally have to drive or take the bus to perform position functions.

*Job Descriptions are intended to present a descriptive list of the range of duties performed by employees in the position. Job descriptions are not intended to reflect all duties performed within the job. Job descriptions are subject to revision and may be updated as appropriate to reflect operational changes within the role.*

*Essential Duties and Responsibilities also include knowledge, skills, abilities, and other characteristics listed in this job description. Employees in this position must maintain the level of mental and physical fitness required to perform the essential functions of this classification with or without reasonable accommodation.*

*Employees in all positions must pass a background investigation including criminal and employment investigations. Some positions require further screening such as a pre-employment drug screen.*