



San Joaquin Regional Transit District  
421 E. Weber Avenue  
Stockton, CA 95202  
(209) 943-1111

**SAN JOAQUIN REGIONAL TRANSIT DISTRICT  
EMPLOYMENT OPPORTUNITY**

**PROCUREMENT MANAGER  
Procurement Department**

Starting at \$77,165 to 135,000 (Depending on Qualifications)

**Open Recruitment**

**Closing Date: until filled**

**JOB SUMMARY:**

Under general or policy direction manages, plans, and organizes assigned programs and activities of San Joaquin Regional Transit District's (RTD) Procurement Department; manages and participates in the review and monitoring of San Joaquin Regional Transit District (RTD) purchases to ensure compliance with applicable laws, codes, and policies; and performs related duties as assigned. Excellent writing skills are essential to successful performance in this position.

**DISTINGUISHING CHARACTERISTICS:**

The Procurement Manager is responsible for managing and overseeing the work of staff engaged in performing large or complex bids, contracts, and purchases to meet RTD quality, cost, and delivery standards and compliance with applicable laws, rules, codes, regulations, policies, and procedures. The incumbent is expected to exercise considerable discretion in carrying out responsibilities independently and with a thorough understanding of purchasing policies, procedures, and customer service issues.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

*The following statements are intended to describe the general nature and level of work performed by people assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.*

1. Implements the development and administration of the Procurement department's policies and programs including strategic direction, goals, objectives, and detailed performance measures to implement and meet policy and program objectives.
2. Oversees the department budget; monitors the expenditure activities; approves Capital and Operating and Maintenance expenditures; and reviews budget variance reports and determines and implements all necessary corrective action.
3. Manages, plans, organizes, evaluates the work of assigned staff performing purchasing activities and operations; with staff participates in developing processes, procedures, policies and initiatives to meet department goals and objectives; implements departmental plans, work programs, processes, procedures, and policies required to achieve overall department performance results; coordinates and integrates purchasing contracts functions and responsibilities with other departments to achieve optimal efficiency and effectiveness.
4. Participates with all levels of RTD management in establishing strategic plans for RTD; sets overall management and policy goals and objectives for the department; coordinates department program and policy issues with the heads of other departments and/or on an agency-wide basis.
5. Directs the development and implementation of the Procurement department's strategic plan;

manages the analysis, development, implementation, and administration of systems and programs to support RTD's business needs consistent with the strategic plan.

6. In accordance with RTD's human resources policies, procedures, and labor contract provisions, plans and evaluates the performance of staff; establishes performance requirements and personal development targets; monitors performance and provides coaching and counseling for performance improvement and development; provides or recommends compensation or other rewards to recognize performance; subject to senior management concurrence, takes disciplinary action up to and including termination to address attendance or performance deficiencies.
7. Provides leadership and works with staff to develop and retain highly competent, customer service-oriented staff through selection, training, and day-to-day management practices that supports RTD's mission, vision, strategic goals, initiatives, and core values.
8. Oversees the identification, evaluation, and application of emerging and existing industry best practices to address RTD's business needs.
9. Establishes, develops, and maintains positive vendor relationships; oversees the identification, investigation, securing and monitoring of new supply sources; interviews vendors regarding new or improved products, trade practices, and methods.
10. Prepares a variety of reports, correspondence and records.
11. Present information, proposals, and/or recommendations clearly, logically, and persuasively, including at public meetings.
12. Represents RTD at meetings and with local partners.
13. Performs other incidental and related duties as required and assigned.
14. Participates in staff recruitment.

#### Contracts:

1. Responsible for managing large or complex bids, contracts, and purchases to meet RTD quality, cost, and delivery standards and compliance with applicable laws, rules, codes, regulations, policies, and procedures.
2. Exercises considerable discretion in carrying out responsibilities independently and with a thorough understanding of purchasing policies and procedures, contract agreements, and customer service issues.
3. Reviews and monitors RTD purchases to ensure compliance with applicable laws, codes, and policies; reviews requisitions and determines proper sources of supply; and monitors processing of purchasing- related contractual agreements.
4. Ensures that all applicable legal and contractual provisions are included to safeguard the RTD's interests; evaluates bids, performing price, or cost analyses and item assessment, including discounts, delivery conditions, and the quality and suitability of supplies, materials, and equipment; oversees the response to and resolution of bid inquiries and discrepancies, in accordance with applicable laws, policies, and procedures; manages the award of contracts to appropriate vendors; keeps abreast of government legislation affecting purchasing procedures, market industry, and commodity prices and practices; monitors trends impacting RTD purchases.
5. Oversees the development and administration of contracts; interacts and coordinates with management to ensure agency needs are met and to ensure legality, accuracy, and completeness; reviews draft contract documents; oversees and/or participates in negotiating contract provisions or provides technical assistance and support to department heads in contract negotiations; monitors and evaluates contract compliance; assesses, identifies, and facilitates resolution of non-compliance issues or recommends amendments to contracts when circumstances warrant; approves contract invoices for payment.

### Parts & Materials:

1. Manages and monitors processing of purchase orders and purchasing-related contractual agreements; reviews and monitors RTD purchases to ensure compliance with applicable laws, codes and policies; reviews requisitions and determines proper sources of supply; oversees the development of technical and specialized specifications; oversees the development of Request for Quotation (RFQs), Request for Bid (RFB's), and Requests for Proposal (RFPs) and ensures that all applicable legal and contractual provisions are included to safeguard the RTD's interests; evaluates bids, performing price or cost analyses and item assessment, including discounts, delivery conditions, and the quality and suitability of supplies, materials, and equipment; oversees the response to and resolution of bid inquiries and discrepancies, in accordance with applicable laws, policies, and procedures; manages the award of contracts to appropriate vendors; keeps abreast of government legislation affecting purchasing procedures, market industry, and commodity prices and practices; monitors trends impacting RTD purchases.
2. Oversees the development and administration of contracts; interacts and coordinates with management to ensure agency needs are met and to ensure legality, accuracy and completeness; reviews draft contract documents; oversees and/or participates in negotiating contract provisions or provides technical assistance and support to department heads in contract negotiations; monitors and evaluates contract compliance; assesses, identifies, and facilitates resolution of non-compliance issues or recommends amendments to contracts when circumstances warrant; approves contract invoices for payment.
3. Provides necessary authorizations, expertise, guidance, and assistance to staff, senior management, and other RTD staff in purchasing-related matters; confers with managers and staff to evaluate specialized and technical information and data and provides decisions and recommendations; oversees and participates in research and distribution of information on market trends and price and commodity changes; provides technical expertise and guidance on large purchase requests and other matters; investigates and resolves complex staff, vendor, customer, or other procurement-related inquiries, concerns, complaints, and problems, including invoice discrepancies, vendor relations, and level of service issues, or non-compliance with purchasing policies, practices, and procedures; interprets and explains applicable laws, regulations, codes, policies, and procedures.
4. Performs product research, testing, and evaluation to determine best buy for price and satisfaction of purchase specifications; ensures the timely follow-up and expediting of deliveries; researches, handles, and resolves issues with vendors regarding delivery and product quality and quantity.
5. Supervises and monitors the development and maintenance of records, files, lists, forms, and other documentation, including current and complete bidder lists and vendor files; supervises the preparation of reports on purchasing matters.

### **KNOWLEDGE OF:**

1. Principles, practices, rules, and regulations related to public agency purchasing, including competitive bidding procedures.
2. Sources and types of products, commodities, and services used by the RTD.
3. State and federal laws, codes, and regulations and RTD policies and practices pertinent to areas of responsibility.
4. Principles, and practices, of public administration, including budgeting, contracting, purchasing, and maintenance of public records.
5. Principles, practices, and techniques of drafting and administering complex purchase contracts and enforcing contract provisions.

6. Methods of conducting product and vendor research.
7. Basic principles and procedures of record keeping.
8. Program analysis, cost/benefit evaluation, budget preparation, capital and financial forecasting techniques, project management and project control.
9. Principles and practices of sound business communication.
10. English usage, spelling, grammar and punctuation.
11. Microsoft Office Suite, including Word, Excel, and PowerPoint.
12. English usage, spelling, grammar and punctuation.
13. Principles and practices of effective management and supervision.
14. Customer service principles and practices.
15. Policies and procedures of the assigned department.
16. RTD human resources policies and procedures and labor contract provisions.

**ABILITY TO:**

1. Prepare budget forecasts and projections of revenues and expenditures plans for planning projects. Assist in budget preparation.
2. Manage, organize, and evaluate programs and the performance of staff.
3. Plan, organize, manage, and integrate the activities of a purchasing department and centralized warehouse to meet RTD business and operating objectives.
4. Define issues, analyze problems, evaluate alternatives, and develop sound, independent conclusions and recommendations in accordance with laws, regulations, rules, and policies.
5. Analyze and evaluate bid proposals, purchase requisitions, specifications, and other purchasing-related documents.
6. Efficiently conduct vendor and product research.
7. Draft concise, comprehensive bid specifications for highly technical products and services.
8. Understand, interpret, apply, and explain applicable laws, codes and ordinances.
9. Present proposals, recommendations, and technical information clearly, logically and persuasively.
10. Effectively negotiate contracts and agreements on behalf of the RTD.
11. Organize and maintain office and specialized files and records.
12. Represent RTD effectively in public settings on a variety of issues.
13. Organize, set priorities, and meet deadlines.
14. Operate a computer using word processing and other business software.
15. Prepare clear, concise, and comprehensive correspondence, reports, studies, and other written materials.
16. Communicate effectively orally and in writing.
17. Exercise sound, expert independent judgment within general policy guidelines.
18. Interpret RTD personnel policies and procedures and applicable local, state and federal legislation.
19. Exercise tact, discretion, and diplomacy in dealing with sensitive, complex, and confidential personnel issues and employee situations.
20. Establish and maintain effective working relationships with all levels of RTD management, Board of Directors, employees, employee organizations and their representatives, other governmental officials, community groups, and the public.

## **EDUCATION, TRAINING and EXPERIENCE:**

*A typical way of obtaining the knowledge, skills, and abilities outlined above is:*

Graduation from an accredited four-year college or university with major coursework in business administration, public administration, finance, operations management, or a closely related field; and seven years of progressively responsible procurement experience, at least three of which were in a supervisory, program management, public, government, or non-profit contract development administration capacity; or an equivalent combination of training and experience. One (1) additional year of the required experience may be substituted for each year (30 semester hours) of the required education.

*Proof of required education beyond high school, such as college transcripts, diplomas, and/or certificates must be submitted at the time of application, if not substituting experience for the education requirement.*

## **Licenses; Certificates; Special Requirements:**

A valid California Class C driver's license.

Experience in a public transit agency or governmental setting is preferred.

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## **PHYSICAL AND MENTAL DEMANDS:**

*The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

### **Physical Demands:**

While performing the duties of this class, an employee is regularly required to sit, talk and hear, in person and by telephone, use hands repetitively to operate standard office equipment, and reach with hands and arms. The employee is frequently required to stand, walk, and lift up to ten pounds.

Specific vision abilities required by this class include close vision and the ability to adjust focus.

### **Mental Demands:**

While performing the duties of this class, the employee is regularly required to use written and oral communication skills; read and interpret complex data, information, and documents; analyze and solve complex problems; observe and interpret people and situations; use math and mathematical reasoning; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks with constant interruptions; work under intensive deadlines and interact with all levels of RTD management, staff, employees, representatives of employee organizations, other governmental officials, and the public.

## **WORK ENVIRONMENT**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this class, the employee works under typical office conditions and the noise level is moderately quiet.

**The District offers a competitive employee benefit program that includes:**

- INSURANCE:** RTD provides comprehensive health and dental insurance package for all full-time employees and their dependents. RTD also provides \$20,000 life insurance for all full-time employees.
- SICK LEAVE:** 12 days per year for all full-time employees.
- VACATION:** Two (2) weeks to six (6) weeks depending on length of service for full-time employees.
- RETIREMENT:** RTD participates in a 401(a) retirement plan in which RTD provides a generous match.

**EMPLOYMENT PROCESS:** Applicants must complete and submit an official application form. The standards as stated on the front of the job announcement represent only the minimum required to fill an application. Resumes will be accepted, but may not be substituted for the required application form. Meeting the listed standards does not guarantee that a candidate will be invited for an interview as the Human Resources Department reserves the right to limit the number of candidates to the most qualified for the vacancy. The selection process for this position may include a written assessment.

**NOTE:** All statements made on the application are subject to verification and investigation. False statements will be cause for disqualification, removal from the eligible list or termination of employment.

**SUBSTANCE ABUSE TESTING:** Substance abuse tests paid by the Transit District are required of each prospective employee. Candidates are cautioned that offers of employment are conditional and subject to the satisfactory completion of the substance abuse tests.

San Joaquin Regional Transit District is an Equal Opportunity/Affirmative Action employer. Female, minority, and disabled individuals are encouraged to apply. Applicants will be considered without regard to race, color, creed, national origin, religion, sex, sexual preference, marital status, age, medical condition or disability.

Employment is conditional on successfully passing drug and alcohol tests, reference checks, and a background investigation.

**TO SUBMIT AN APPLICATION:** Visit our jobs page online at <http://sanjoaquinrtd.com/careers/>

**The provisions of this bulletin are subject to change without notice and do not constitute an express or implied contract.**