

PROCUREMENT & CONTRACT COMPLIANCE MANAGER

The Position:

Under the direction of the Chief Financial Officer (CFO), the Procurement & Contract Compliance Manager plans, organizes, directs, coordinates, and implements procurement and contracting functions for the Transbay Program. This position manages outside consultants assisting with procurement activities for the agency and develops and administers Agency-wide procurement and contracting-related goals, objectives, policies, procedures, and controls.

Essential Job Functions:

- **Strategic Procurement Leadership:** Oversee the entire procurement process, from vendor selection to contract closeout. This includes development and administration of solicitation documents, including invitations for bid (IFBs), requests for proposal (RFPs), and requests for qualification (RFQs); communications with proposers, responses to questions; managing consultant teams, facilitating pre-bid and pre-construction meetings, and leading evaluation/selection committee panels, evaluation process and templates; development of contracts, contract amendments, notices to proceed and task orders; and resolution of protests, as needed.
- **Compliance Champion:** Guide and ensure adherence to all applicable federal, state, and local procurement regulations, TJPA policies, and grant requirements. Develop and maintain a comprehensive understanding of complex procurement laws and regulations. Proactively identify and mitigate potential compliance risks.
- **Program Stewardship:** Develop and administer the TJPA's Disadvantaged Business Enterprise (DBE) program and Small Business Enterprise (SBE) program, establish goals and procedures, and conduct outreach initiatives. Advocate for the inclusion of small and diverse businesses in the contracting process.
- **Contract Oversight:** Work collaboratively with Project Managers to monitor contract performance, track costs, and review contract authority to maintain budget control. Analyze vendor invoices to ensure they align with contract terms and identify any discrepancies. Review contractor work plans and activities to ensure consistency with the contract, avoid duplication, and assist with contract administration. Reviews and recommends contract amendments, revisions, and terminations.
- **Effective Communication & Reporting:** Prepare comprehensive and periodic reports for the TJPA Board and stakeholders, keeping them informed of procurement activities, potential risks, and opportunities. Clearly communicate complex procurement and contract matters to a diverse audience.
- **Continuous Improvement:** Monitor industry trends and legislative changes in public sector contract administration. Analyze the impact on TJPA and recommend improvements to procurement practices, policies, and procedures to ensure efficiency and effectiveness.

- **Grant Management:** Collaborate with the CFO and consultants to identify and pursue grant opportunities that align with project needs. Prepare grant applications. Ensure proper allocation of funds and meticulous compliance with grant requirements throughout the lifecycle. Coordinate the preparation of grant drawdowns and ensure timely and accurate compliance reporting.
- **Knowledge Transfer:** Provide training and guidance to staff and consultants on procurement and contracting matters. Develop and maintain clear and up-to-date written procedures for procurement and contract management activities.
- **Data Management & Recordkeeping:** Ensure contracts, encumbrances, and purchase orders are accurately recorded in the financial accounting system. Maintain complete and organized procurement and contracting files for future reference and audits. Regularly monitor and update procurement/contract content on the TJPA website for consistency and timeliness, ensuring transparency and easy access to information for potential vendors.
- **Other:** Assist Chief Financial Officer and/or Executive Director TJPA and staff with additional special projects and duties as needed.

Minimum Qualifications:

- Graduation from an accredited four-year college or university with major course work in economics, finance, business administration, public administration, or a related field; or commensurate experience with procurement administration and management; or an equivalent combination of education, training, and experience. Experience in a public agency is strongly preferred and knowledge of Federal contracting is desirable.

Knowledge, Skills, and Abilities:

- Principles, practices, and procedures of procurement and purchasing of goods, materials and professional services, as well as contracts administration, including scope of work preparation and methods for administering both formal and informal contracts processes and negotiations,
- Applicable Federal, State and local laws, rules, regulations, policies, and procedures, including Federal Transit Administration contracting guidelines, DBE, SBE participation, and regulations,
- Commonly used software for spreadsheets, word processing, and presentations at an advanced level of proficiency,
- Effective written and oral communication skills.

Ability to:

- Effectively administer, plan, organize, and implement a major procurement program in a public agency with multiple functions,
- Design and implement an effective and integrated procurement control system,
- Develop and implement procedures and guidelines consistent with TJPA policies and interpret these policies and procedures to staff and other agencies,
- Identify, develop, and effectively utilize all available resources,

- Establish and maintain effective working relationships with those contacted in the course of work,
- Communicate clearly and effectively, both orally and in writing,
- Take initiative, reason logically, and be creative in developing and introducing new ideas,
- Define problem areas and evaluate, recommend, and implement alternative solutions to complex issues and problems,
- Prepare and present clear and concise correspondence and reports.

To be successful as an employee of the TJPA you will also:

- Have a passion for our mission,
- Be an innovative and creative thinker,
- Have a very high level of personal and professional integrity and trustworthiness,
- Have a strong work ethic,
- Work well independently as well as part of a team,
- Thrive in a fast-paced environment.

Compensation

Salary is negotiable dependent upon qualifications and experience. The pay range for this position is \$135,200 - \$205,920. A comprehensive benefits package includes medical, dental, vision, life insurance, CalPERS retirement plan, 12 days per year vacation, 10 holidays, 12 days per year sick leave, and up to 5 days per year administrative leave.

Application Process

Send a cover letter and resume by April 10, 2024 via e-mail to Herschell Larrick, hlarrick@tjpa.org, or via mail to 425 Mission Street, Suite 250, San Francisco, CA 94105. The successful candidate will be required to pass a background and credit check.

Equal Employment Opportunity

The TJPA is an equal opportunity employer, and we value workplace diversity. We invite resumes from all interested parties, including minorities, women, veterans, and persons with disabilities.

More information about the TJPA can be found at www.tjpa.org.