

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.

Essential Job Functions:

- Develops, manages, and monitors agency-wide procurement and contracting strategy based on scope, schedule, budget, and cashflow
- Develops and administers procurement and contracting documents, including invitations for bid (IFBs), requests for proposal (RFPs), and requests for qualification (RFQs); communications with proposers; responses to questions; contracts; contract amendments; notices to proceed and task orders; and resolution of protests, as needed.
- Develops staff reports for the TJPA Board related to procurement and contracting activities, including quarterly reports; prepares periodic and ad-hoc reports to stakeholders
- Maintains complete procurement and contracting files
- Organizes and participates in procurement and contracting meetings, including strategy, pre-bid and pre-construction meetings, industry outreach, evaluation/selection committee panels, and negotiations with contractors
- Organizes and manages evaluation/selection committee panels, including identifying and arranging panels, preparing evaluation templates, and ensuring panel work comports with law, regulation, and policy
- Evaluates and recommends contracts for award
- Manages and ensures compliance of contract submittals (such as certificates of insurance and SBE certifications), and conducts review and analysis of vendor invoices to ensure contract compliance
- Oversees contract management by Project Managers, including tracking costs and reviewing contract authority to ensure that costs do not exceed authorized limits, by monitoring contracts and billings for consultants, contractors and vendors providing goods, professional and technical services
- Reviews, with Project Managers, contractor work plans and activities to ensure consistency with contract, avoid duplication, and assist with contract administration
- Reviews and recommends contract amendments, revisions, and terminations
- Develops and administers the TJPA's procurement and contracting-related goals, objectives, policies, procedures, and controls

- Develops and administers the TJPA's Small Business Enterprise (SBE) program, Disadvantaged Business Enterprise (DBE) program and Disabled Veteran Business Enterprise (DVBE) program, apprentice, and other labor-related programs, including reporting related thereto; develops and manages programming and outreach related thereto
- Ensures compliance with applicable Federal, State, and local laws and regulations, TJPA policies, and grant requirements relative to procurement and contracting
- Prepares and updates written procedures for procurement and contract management activities
- Provides training to staff and consultants on procurement and contracting matters
- Provides recommendations on procurement functions
- Monitors legislation and industry changes in public sector contract administration; evaluates the impact on TJPA and recommends changes and improvements, as needed
- Ensures contracts, encumbrances and purchase orders are accurately recorded in the financial accounting system
- Monitors and updates procurement/contract content on the TJPA website for consistency and timeliness
- Supports TJPA staff with additional special projects and duties as needed
- Other duties may be assigned by the Chief Financial Officer and/or Executive Director

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.

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, MBE, WBE, 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 via e-mail to Nila Gonzales, ngonzales@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