

MANAGER OF CONTRACTS AND PROCUREMENT

Denton County Transportation Authority

DCTA

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DENTON COUNTY
TRANSPORTATION AUTHORITY

EXECUTIVE SEARCH
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DCTA History

On September 1, 2001, the DCTA was enabled by House Bill 3323 during the 77th Texas Legislature. In 2002, Denton County approved the creation of the DCTA to advance public transportation alternatives. It was funded the following year with a voter-approved dedicated half-cent sales tax from the cities of Denton, Lewisville, and Highland Village.

In 2011, DCTA fulfilled its initial service plan with the launch of its A-train commuter rail service. Later that year, DCTA updated its service plan to include system-wide improvements to build on the initial investments and meet the public transit needs caused by the area's dynamic growth.

ABOUT DCTA

For the past 17 years, the Denton County Transportation Authority (DCTA) has worked to enhance and improve mobility, air quality, economic development, and livability in the area it serves. It has accelerated innovative transportation solutions that have been critical to reducing traffic congestion and enhancing air quality while contributing to orderly growth and development in the area.

DCTA has three member cities: Denton, Highland Village, and Lewisville. Its services include fixed-route bus service in Denton and Lewisville, on-demand service in Highland Village, and shuttle routes serving the University of North Texas (UNT) and contract demand response service in Frisco and Collin County. DCTA also operates the A-Train, a 21-mile regional commuter rail line with service to nearby Carrollton that connects to the Dallas Area Rapid Transit (DART) system. Additionally, it offers demand response/paratransit service within its member cities.

The DCTA is governed by a five voting-member Board of Directors appointed by respective entities from Denton County and the cities of Denton, Highland Village, and Lewisville. Each member of the Board serves a two-year term. Large cities, small cities, and other Denton County cities make up the remaining six non-voting members. Board members must have professional experience in the field of transportation, business, government, engineering, or law. Under DCTA bylaws, the Board adopts the annual operating budget and is responsible for setting policy. The CEO oversees the day-to-day operations of DCTA and implements policies set forth by the Board. The organization has 35 employees, with a total of 196 employees altogether including contracted bus and rail operations services.

Raymond Suarez is the Chief Executive Officer (CEO) for DCTA. Mr. Suarez was previously the Chief Operating Officer at DCTA, responsible for developing, organizing, and directing the implementation and operation of the agency's transportation and maintenance services and functions for the A-train and bus system. He is a proven transit operations and technology leader with more than 30 years of experience in the public and private sector.

AWARDS & RECOGNITION

The DCTA has earned a long list of awards and recognitions. These include:

- National Procurement Institute (NPI) Excellence in Procurement Award
- Government Finance Officers Association Distinguished Budget Presentation Award
- Government Finance Officers Association Certificate of Achievement for Excellence in Financial Reporting
- Texas Comptroller of Public Accounts' Transparency Stars program for Traditional Finances

Our Commitment to a Servant Leadership Culture

At DCTA, we're fully committed to the Servant Leadership philosophy and have infused it in all facets of the agency. The phrase "servant leadership" was coined by Robert K. Greenleaf in "The Servant as Leader," an essay that he first published in 1970. Unlike traditional leadership, a Servant Leader shares power, puts the needs of others first, and helps people develop and perform as highly as possible. DCTA strives to continually improve our Servant Leadership culture. We pride ourselves in having an open, caring, and communicative community of employees, with the drive to help build each other up.

VISION

To be a leader in advancing public transportation alternatives.

MISSION

We are committed to improving mobility, air quality, economic development, and livability in the areas we serve.



ABOUT THE DEPARTMENT

The Finance Department is responsible for the DCTA's accounting and financial reporting functions, budget and long-range financial planning, treasury and investment functions, risk management, contracts, procurement, and grant compliance and reporting. It operates with 11 employees and an annual departmental budget of \$1.7 million.

Within the department, the Chief Financial Officer/Vice President of Finance oversees budget, accounting, grants, procurement and contracts. The Assistant Vice President of Regulatory Compliance reports to the CFO and oversees the procurement and grants functions within the Finance department, with the Manager of Contracts and Procurement reporting directly to the AVP of Regulatory Compliance, and providing oversight over two procurement direct reports. The five-person procurement division works hand-in-hand with the other finance positions, in addition to coordinating with all departments across the agency.

Department Goals and Objectives

Align the agency's vision and goals with stakeholder priorities.

Ensure strong governance, financial stewardship, sustainability, and continuity of programs and services.

Improve agency performance, effectiveness, safety, and return on investment.

Work with corridor cities to implement transit-oriented development (TOD), coordinating planning and design to increase mobility, air quality, and livability.

Foster a positive image and build a strong agency brand and a great culture across the organization.

ABOUT THE POSITION

The Manager of Contracts and Procurement is responsible for managing the overall direction of procurement, including the daily operation, execution, and coordination of the procurement functions. These include maintaining the asset inventory and disposal processes. He or she serves as a strategic partner with other departments in developing procurement best practices and coordinating with senior leadership to set the direction for procurement-related matters.



IDEAL CANDIDATE

The Manager of Contracts and Procurement will be a servant-leader who is committed to serving the needs of the DCTA team, community, and customers in a fast-paced environment. The successful candidate will demonstrate a positive attitude and the ability to build relationships at all levels, both internally and externally.

The ideal candidate will be committed to delivering consistent, high-performing service, with in-depth knowledge and experience in public purchasing procedures. This includes consistent follow-up when working with other departments and providing straightforward answers and/or explanations about procurement decisions. The ability to solve problems and offer creative solutions, establish credibility for his or her expertise within the organization, and exercise diplomacy in all matters when working with others is imperative.

The incoming Manager of Contracts and Procurement should be a hands-on team player with an effective, open communication style that can be utilized to achieve goals and complete projects. The selected candidate will be a skilled listener who can motivate and mentor employees, be accountable and comfortable holding others accountable.



CORE VALUES

SAFETY - In accordance with our Service Plan, our most important commitment is passenger safety through the strict adherence to policies and procedures and ongoing employee training and professional development.

ACCOUNTABILITY - As public servants, DCTA employees and Board of Directors hold themselves accountable to their constituents and are committed to being exemplary stewards of public resources.

COMMITMENT - DCTA employees and Board of Directors are committed to working collaboratively to deliver the components of the Service Plan in a timely manner to serve the mobility needs of our passengers.

EXCELLENCE - Always in the pursuit of excellence, DCTA will consistently offer innovative, effective and quality public transportation alternatives that will exceed passenger expectations.

INTEGRITY - It is incumbent upon DCTA employees and Board of Directors to conduct themselves in a manner that upholds the highest moral, legal, and ethical standards. We are uncompromising in our commitment to truth, honesty, and openness in all relationships and interactions.

RESPECT - We believe that all of our passengers are important and that all of our employees add value. We will treat passengers and employees with dignity and esteem.

EDUCATION AND EXPERIENCE

A bachelor's degree from an accredited college or university in business or public administration, finance, or a closely related field is required. The selected candidate must have a minimum of five years of progressively responsible experience in a similar operating environment with direct experience in procurement activities in a medium-to-high volume governmental entity with a minimum of one year of supervisory experience in the procurement field. Certification as a Certified Purchasing Manager or Certified Public Procurement Officer is required within one year following hire date. Knowledge of and experience with grants and the federal procurement system are a plus.

An equivalent combination of education and experience sufficient to successfully perform the essential duties may be considered.

TICKETING & INFORMATION



COMPENSATION AND BENEFITS

The compensation range for this position is \$80,508 to \$100,635 annually. DCTA offers a generous benefits program including paid vacation, sick leave, employee's birthday, specified holidays and personal days, and an extensive wellness program. Employees receive 12 days of vacation time accrued for the first year, increasing by one day each year to a maximum of 17 days annually. Employee portions of medical and dental benefits are 100% paid by DCTA, with dependent subsidies at an additional cost.

Telecommuting options may be available after successful completion of a six-month probationary period and if suitable for the position. DCTA provides regional transit passes (bus and rail) for the employee and their immediate family.

DCTA participates in the Texas County & District Retirement System (TCDRS) at a 5% employee contribution matched by the employer at 2:1. The TCDRS offers reciprocal service agreements with the Texas Municipal Retirement System (TMRS), Employees Retirement System (ERS), Judicial Retirement System of Texas (JRS), Teacher Retirement System of Texas (TRS), and City of Austin Employees Retirement System (COAERS).



ABOUT DENTON COUNTY

Denton County is the 25th fastest-growing county in the United States. It has nearly 781,000 residents, according to the U.S. Census Bureau. Located less than 40 miles north of the cities of Dallas and Fort Worth, the county is connected via three major highways: I-35E and I-35W, and U.S. Highway 380. DFW International Airport, one of the busiest airports in the world, is less than an hour away.

The county offers a diverse palette of cultural and recreational activities, restaurants, and entertainment venues, and a wealth of outdoor spaces and nature trails. As for the DCTA's member cities, Denton is famous for being home to UNT and Texas Woman's University (TWU) and boasts a world-class music and arts scene. The city is acclaimed as a town "where hip intersects with historic." Lewisville, a diverse and prosperous suburban city, is home to Lake Lewisville, the premier recreational lake in the Dallas/Fort Worth area. Highland Village, a highly affluent, suburban city, features an annual hot-air balloon festival, as well as a host of family-friendly events and activities. In addition, Denton County's proximity to Dallas and Fort Worth provides residents with access to major events and a thriving museum scene, acclaimed dining and entertainment options of every variety, as well as major and minor league sports.





APPLICATION PROCESS

Please apply online at: <http://bit.ly/SGROpenRecruitments>

For more information on this position contact:

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RESOURCES

WEBSITE

