

JOB TITLE: Director of Procurement
DEPARTMENT: Finance
REPORTS TO: AVP of Regulatory Compliance
SALARY GRADE: 106
SALARY RANGE: DOQ (\$86,070.54 – 96,829.36 Annually)

LAST REVISION DATE: 08/2018

PURPOSE OF JOB

The position is responsible for the effective operation, execution, and coordination of the Procurement function and Asset Inventory and Disposal. The incumbent acts as a strategic partner with other departments in the development of procurement best practices and influences senior leadership in setting direction related to procurement related matters. This person will also ensure that services are delivered accurately, in a cost-effective manner and with a focus on customer service.

ESSENTIAL FUNCTIONS

1. Builds effective relationships with key stakeholders (internal and external) to gain alignment of central procurement activities and process improvement strategies and plans
2. Assists with the review of federal expenditures for reimbursement from funding agencies
3. Approves bid proposals and specifications, composes memos for Board action and/or approval, and presents recommendations on purchases requiring management or Board approval; makes presentations at Board meetings as needed
4. Evaluates overall revisions, price and past performance of contracts and approves price increases
5. Maintains liaison with purchasing representatives of other public jurisdictions to join in cooperative buying to maximize savings
6. Proactively looks for synergies across the organization to reduce costs and leverage resources by monitoring agency wide commodity and service requirements contracts
7. Supervises and participates in the preparation of written financial and administrative reports
8. Creates responses to special correspondence and handles special assignments and problems such as responses to citizen inquiries and bid protests
9. Interprets contract provisions and reviews contracts for accuracy Provides liaison between vendors, contractors, and Agency department representatives
10. Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service
11. Issues purchase orders, monitors open purchase orders and reports to VP's
12. Conducts pre-bid/pre-proposal meetings and interfaces with public and staff
13. Evaluates and facilitates evaluation team meetings with staff and potential contractors
14. Posts procurement opportunities on electronic procurement platform (BidSync) and manages the electronic bidding process. Outreach to bidders and encourage the use of the system
15. Attends vendor outreach events to promote doing business with DCTA
16. Administers the procurement card function
17. Responsible for asset management, conducting inventory, and disposal of assets
18. Works with legal counsel to draft contracts, amendments and assist with interpretation of regulations for compliance
19. Develops and conducts training with staff related to applicable procurement guidelines
20. Performs other duties or projects of similar nature and level as assigned

REQUIREMENTS TO PERFORM WORK

Education & Experience: (Any equivalent combination of education and experience)

Bachelor's degree in finance, business administration, public administration, or other related field from an accredited college or university. Master's degree preferred. Minimum of five (5) years of progressively responsible experience in similar operating environment with direct experience in procurement activities of a medium-to-high volume governmental entity with minimum of two (2) years of supervisory experience in procurement field. Governmental procurement experience shall include the knowledge of state and federal grant procurement requirements, compliance, reporting, and contract administration, or an equivalent combination of education and experience sufficient to successfully perform the essential duties.

Special Requirements: Hold a current valid Texas Driver's License or have the ability to obtain one upon entry into the position. Certification as a Certified Public Procurement Officer or Certified Purchasing Manager from NIGP or the Universal Public Purchasing Certification Council within one (1) year following hire date.

Knowledge of:

- Procurement methods and procedures of a large scale centralized purchasing function including buying, quality assurance, contract administration and contract law
- Various grades, qualities, and varieties of materials, supplies, and equipment including market and pricing trends
- Accounting practices as applied to procurement procedures, inventory, and asset disposal
- Ability to utilize and develop full functionality of procurement system as part of enterprise wide integrated financial system
- Federal and State procurement regulations for grant funded procurements as well as State purchasing law applicable to DCTA, Federal Transit Administration (FTA), DBE, and Davis-Bacon regulations
- Microsoft Office suite including Word, Excel, Outlook, PowerPoint

Ability to:

- Work independently to perform a variety of functions and manage multiple projects at one time while working in a dynamic environment with changing priorities to meet established deadlines
- Interpret laws, ordinances, rules, regulations, and policies governing the purchase and contracting of commodities and services for the Agency
- Work collaboratively with vendors, Agency management and department staff to solve problems and recommend positive solutions
- Explain complicated technical problems in simple, non-technical terms
- Work safely and promote safe working environment
- Communicate effectively both orally and in writing to vendors, funding agencies and DCTA staff
- Operate standard office machines, such as computers, calculators, and copiers

PHYSICAL ACTIVITIES

Physical activities include, but are not limited to: on a continuous basis, sitting at a desk for long periods of time; researching information both in written form and on the computer; using a computer and monitor for long periods of time; intermittently twisting and reaching office equipment; writing or using keyboard to communicate through written means; lifting light weight; reaching above the waist and reaching below the waist; repetitive motion and fingering when using computer keyboard; and talking and hearing when dealing with internal and external customers. The essential functions of this position require the daily use of a computer and telephone. The essential functions of this position are performed in an office environment.