

JOB TITLE: Manager of Contracts and Procurement
DEPARTMENT: Finance
REPORTS TO: AVP of Regulatory Compliance
SALARY GRADE: 106
SALARY RANGE: DOQ (\$80,508.00 - \$90,500.00 annually)

LAST REVISION DATE: 11/2020
FLSA: Exempt, Full-Time
EEO: Professional

STAFF: Senior Procurement Specialist and Procurement Specialist

PURPOSE OF JOB

The position is responsible for managing the overall direction of procurement including the daily operation, execution, and coordination of the Procurement functions, which include maintaining asset inventory and the disposal processes. The incumbent acts as a strategic partner with other departments in the development of procurement best practices and in coordination with senior leadership to set direction related to procurement related matters. The Manager of Contracts and Procurement position oversees the Senior Procurement Specialist and Procurement Specialist positions and work assignments.

ESSENTIAL FUNCTIONS

1. Develop and implement strategic initiatives for the procurement division related to procurement, contract management, training and asset inventory
2. Plan, coordinate and manage the operational and technical responsibilities of the procurement division
3. Build effective relationships with key stakeholders (internal and external) to gain alignment of procurement activities and process improvement strategies and plans to gain an understanding of the needs of the agency and departments
4. Interpret and implement agency policies and procedures, including training of internal procurement staff and agency staff members to ensure compliance with state, federal and local regulations to gain an understanding of federal grant requirements and assist with the review of federal expenditures from various funding agencies in accordance with the grant agreements and regulations
5. Responsible for maintaining boilerplate documents, forms, certifications and checklists in compliance with all regulations and changes as they occur. Remain current on contract compliance regulations and best practices in procurement
6. Provide direction, oversight, supervision, coaching and mentoring to the Procurement Specialist and Senior Procurement Specialist. Encourage communication and a strong customer service ethic and professional development among staff. Establish and evaluate performance expectations and discipline as needed for all procurement staff
7. Review and approve proposals and specifications prior to release for compliance and inclusion of all required elements
8. Review and compose memos for Board review and/or approval, and present recommendations on purchases requiring management or Board approval; make presentations at Board meetings as needed
9. Direct the administration of contracts, including the negotiation of contract changes, as required. Maintain the agency files and related documentation in accordance with document retention regulations
10. Maintain liaison with purchasing representatives of other public jurisdictions to join in cooperative buying opportunities to maximize savings
11. Proactively look for synergies across the organization to reduce costs and leverage resources by monitoring agency-wide commodity and service requirements contracts
12. Supervise and participate in the preparation of written financial and administrative reports
13. Provide responses to special correspondence and handle special assignments and problems, such as responses to citizen inquiries and bid protests
14. Work with legal counsel to interpret contract provisions, review contracts for accuracy, and assist with interpretation of regulations for compliance
15. Provide liaison between vendors, contractors, and agency department representatives
16. Issue purchase orders, monitor open purchase orders and provide regular reports to departments
17. Conduct quarterly meetings with departments and provide technical consultation on procurement planning, solicitation, and administration of contracts and purchase orders

18. Post procurement opportunities on electronic procurement platform and manage the electronic bidding process. Outreach to bidders and encourage the use of the system
19. Conduct pre-bid/pre-proposal meetings and evaluation team meetings with public and staff
20. Responsible for understanding the agency's Disadvantaged Business Enterprise (DBE) program and the applicability to procurements. Work with the DBE Liaison to ensure compliance with the program and regulations
21. Attend vendor outreach events to promote doing business with DCTA. Work in partnership with internal/external business partners to increase diversity of vendor databases, bidders lists and qualified proposers/bidders
22. Administer the procurement card function including addition and removal of card holders, reporting and monitoring of transactions as well as other functions as needed
23. Responsible for asset management, conducting bi-annual inventory, and disposal of assets in accordance with state and federal requirements
24. Develop and implement a training curriculum for staff related to applicable procurement guidelines
25. Perform other duties or projects of similar nature and level as assigned. This position is responsible for ensuring all projects are considered and must act as a backup to the two procurement staff members.

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. 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 one (1) year 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
- Communicate effectively both orally and in writing to vendors, funding agencies and DCTA staff

The ideal candidate will:

- Possess a positive attitude and practice good judgement, while open to receiving/providing feedback
- Hold the ability to get along with others, individually and in a large group. Has the desire to care for the organization's well-being and for the co-workers he/she interacts with. Interested in partaking in group development and team building activities
- Be open to collaborate and work in a team-oriented and helping environment
- Possess an influential and welcoming communication style
- Foster a culture that values critical thinking and problem solving; and encourages constructive feedback, engagement, inclusion, and diversity at all levels

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.

Additional perks and benefits that accompany full-time employment with DCTA:

- Telecommuting options available, up to three days a month, after successful completion of your six-month probationary period and if suitable for your position.
- Flexible office hours are permitted, given a regular 8-hour workday that brackets the agency's core hours from 9:00am – 4:00pm (i.e. 7:30 am to 4:30pm, or 9:00am to 6:00pm). These flex hours are coordinated with your supervisor.
- One 8-hour paid day off for your birthday.
- Employee portions of Medical and Dental benefits are 100% paid by the employer.
- If you have utilized a Proportionate Retirement Program in the past, the service time transfers to DCTA's retirement system, TCDRS. The following systems apply:
 - Texas Municipal Retirement System (TMRS)
 - Employees Retirement System (ERS)
 - Judicial Retirement System of Texas (JRS)
 - Teacher Retirement System of Texas (TRS)
 - City of Austin Employees Retirement System (COAERS)
- Expanding time-off accruals: 12 days of vacation time accrued for the first year, increasing by one day each year, with a max of 17 days annually. Additionally, employees earn 12 days of sick time each year, 1 personal day, 2 floating holidays, 1 birthday, 8 fixed holidays, and the ability to earn two additional days off through the Wellness Program.
- 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.
- Flexible dress code: business casual, allowing jeans every day (unless otherwise specified for external/special meetings, events, etc.).

Extensive Wellness Program, including several opportunities to volunteer with the agency, sporadic lunch and learn events, chair massages, the potential to earn two extra days off each year, and continual efforts to improve wellness throughout the agency.