

Intercity Transit

JOB TITLE: Procurement and Capital Projects Manager

BAND	GRADE	SUBGRADE
D	6	1
DEPARTMENT: Development	DIVISION: Procurement	FLSA STATUS: Exempt
SUPERVISION RECEIVED FROM: Development Director	SUPERVISION EXERCISED OVER: Inventory Supervisor Procurement Coordinator	PAY GRADE: D61
SUMMARY: Plans, organizes and manages the procurement function to include the development and administration of effective procurement and contract administration activities for the Agency. Manages major agency projects, including capital projects. Responsibilities also include managing the acquisition and inventory of vehicle parts and the disposal of surplus property.		
DISTINGUISHING CHARACTERISTICS: Performs the most complex, professional procurement activities. The position reports to the Director of Development and supervises professional and support staff. As a Manager, is responsible and accountable for the procurement function.		

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)	FREQUENCY
1.	Supervises staff to include: prioritizing and assigning work; conducting performance evaluations; ensuring that employees follow policies and procedures; and, making hiring, termination, and disciplinary decisions and recommendations.	Daily 10% (C4)
2.	Plans, prepares and manages the development of the Agency's Procurement Program; develops, identifies, recommends and implements policies and procedures for procurement purposes; ensures program is in compliance with State and Federal rules and regulations; maintains appropriate records and files to document procurement activities and purchases.	Daily 10% (C4)
3.	Develops agency annual procurement plan; exercises judgment in making strategic procurement planning decisions that have a fiscal impact. Assesses and manages risk associated with procurement.	Daily 5% (D6)
4.	Serves as consultant to other departments in procurement of services and materials, including investigating markets, researching scope and specifications, contract development and administration.	Daily 10% (C4)

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DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)	FRE-QUENCY
5	Develops and implements Agency-wide purchasing and contract administration policies and procedures in accordance with statutory requirements. Monitors legislation and changes in statutes as it applies to policies and procedures. Develops and implements guidelines for ethical conduct, acceptance of gifts and gratuities, and conflict of interest policies.	Daily 10% (C4)
6.	Serves as agency project manager for major projects, including capital construction projects, assessing and addressing risk, creating project plans, selecting architects, engineers, contractors and consultants; resolving contract and legal issues, managing progress to successful closeout, preparing and giving progress reports and presentations. Manages procurement projects from concept to completion. Participates in special and ongoing projects.	Daily 20% (D6)
7.	Serves as the primary contact for contract administration to include facilitating negotiations, conditions, changes, and termination. Ensures contract activities are in compliance with established standards and/or applicable laws, rules and regulations; audits Agency contracts. Serves as the liaison between the agency and other public agencies, resolving problems, responding to legal issues.	Daily 25% (D6)
8.	Supervises consultants, vendors, and contractors. Documents and evaluates performance. Verifies, monitors, and reports on compliance with applicable State and Federal requirements.	Daily 5% (C4)
9.	Supervises the disposal of Agency surplus property. Requests concurrence to declare property surplus from the Authority. Develops and pursues best methods to sell, trade or otherwise dispose of surplus property.	Quarterly 5% (C4)
10.	Supervises and coordinates elements of environmental review, facility design, permitting, and construction to include: project research, timelines, specifications, budgets, bids/proposals, contract negotiations, contract compliance, expenses, payments, problem resolution, and project closeout.	Weekly 5% (C4)

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11.	Prepares and develops annual division budget; monitors and approves expenditures in accordance with Agency policies and principles of sound fiscal management.	Annually 5% (C4)
12.	Performs other duties of a similar nature or level.	As Required
13.	Must meet regular time and attendance standards.	Always

Knowledge (position requirements at entry):

Knowledge of:

- Supervisory principles and practices;
- Applicable Federal, State, and Local laws, rules, and regulations;
- Conflict resolution techniques;
- Report writing methods and techniques;
- Accounting processes and principles;
- Grant application and reporting processes and principles;
- Budget development and administration processes;
- Mathematical principles;
- Procurement processes, principles, and practices;
- Project management principles;
- Contract negotiation administration principles and practices;
- Public works, permitting and environmental review rules and regulations.

Skills (position requirements at entry):

Skill in:

- Monitoring and evaluating subordinate staff;
- Project Management principles;
- Developing, identifying, recommending, and implementing procurement policies and procedures;
- Managing procurement functions;
- Disposing of surplus property;
- Supervising and evaluating consultants, vendors, and contractors;
- Administering contracts;
- Conducting negotiations;
- Facilitating, making presentations and public speaking;
- Managing procurement operations;
- Handling multiple tasks simultaneously;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, and the general public sufficient to exchange or convey information and to receive work direction.

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Training and Experience (position requirements at entry):

Bachelor's Degree in Business Administration or related field and five years of experience in procurement; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Licensing Requirements (position requirements at entry):

None Required.

Must submit to criminal background check the results of which must meet hiring criteria for the role.

Physical Requirements:

Positions in this class typically require: talking, hearing, and seeing.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.

Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

NOTE:

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

Classification History:

Draft prepared by Fox Lawson and Associates LLC (LM)

Date: 8/05/04

Revised: 6/1/09 + background ✓'s; CDiRito

Revised: 9/16/2011 Comp Class Review: HR