



Alameda Contra Costa Transit District Classification Specification

Exhibit- B

Director of Procurement and Materials Management ~~Procurement~~

Class Code	FLSA Status	EEO-CAT	Rep Status	Salary Grade	Effective Date	Resolution #
086	Exempt	EEO1-Officials & Managers	UN —Unrepresented	<u>14</u>	<u>06/22/2022</u>	<u>22-025</u>

DEFINITION: Under administrative direction, oversees through subordinate managers/supervisors, all functions and activities of the procurement and materials management operations general direction; ~~directs the activities and manages the staff of the District's Purchasing and Materials department~~; including: contracts and purchasing administration, ~~and~~ and materials management inventory control of warehouse materials, parts, and fixed assets; coordinates the activities of the department with those of other District departments/divisions, and outside entities; formulates departmental policies, goals, and directives; provides highly responsible and complex professional consultation and guidance to the Chief Financial Officer (CFO), other executive management, and District staff, in area of expertise. The incumbent is responsible for all facets of the procurement and materials management activities, programs and staff. Incumbents in the role coordinate the activities of the department with those of other District departments/divisions, and outside entities; accomplishes departmental planning, operational goals, and strategic objectives; furthers the District's goals, and objectives within general policy guidelines. ~~—This is an unrepresented at-will classification.~~

This classification is differentiated from the CFO in that the latter has overall responsibility for all functions of the Finance Department. This classification is differentiated from the Assistant Director of Procurement and Materials in that the Director is responsible for short and long-term direction and management of multiple services and operational units within the Finance department. This is an at-will unrepresented classification.

REPRESENTATIVE FUNCTIONS may include, but are not limited to the following:

- Provides leadership to the assigned area; selects, trains, motivates, and directs department personnel; evaluates, and reviews work for acceptability, and conformance with department standards; conducts performance evaluations; works with employees on performance issues provides constructive feedback on performance and behaviors; implements discipline and termination procedures; responds to staff questions and concerns.
- Develops, directs, and oversees the implementation of strategies, goals, objectives, policies, procedures and work standards for the Procurement and Materials programs, services, and activities; oversees all District contracts and purchasing administration, materials management functions.
- Through subordinate levels of supervision, develops, directs, and coordinates the overall work plan of the assigned work unit(s); contributes to the department's service quality through the development and implementation of policies and procedures to meet legal requirements, District needs, and strategic objectives; continuously monitors and evaluates the efficiency, and effectiveness of service delivery methods and procedures; assesses and monitors the distribution of work, support systems, and internal reporting relationships; identifies opportunities for improvement; directs the implementation of change.
- Manages, develops, and administers the assigned unit's annual budget; directs the forecast of additional funds needed for initiatives, projects, staffing, equipment, materials, and supplies; directs the monitoring of, and approves expenditures; directs and implements adjustments, as needed.
- Works closely with the CFO, and other District management staff regarding the development and implementation of long- and short-term strategies for the delivery of effective procurement and materials management programs District-wide.
- Directs, and assumes full management responsibility for all Plans, assigns, and reviews all District purchasing, contracts administration, materials management, and print shop activities. C~~onsults~~ with District managers regarding their contracting and materials needs and provides advice on procurement and materials management related policies and procedures.



Alameda Contra Costa Transit District Classification Specification

Director of Procurement and Materials Management

- ~~Provides leadership to assigned units; selects, trains, develops, mentors, and guides staff in achieving goals and objectives; provides constructive feedback on performance and behaviors; reviews and evaluates work; counsels and handles personnel actions, as needed.~~
-
- Plans, assigns, and reviews the work of department staff, participates in the selection of new staff, and develops and directs the implementation of department goals, training programs, policies, procedures, and work standards.
- Oversees the ~~Rere~~researches and recommend~~ationss~~ of subordinate staff regarding the acquisition and manages the implementation of information technology applications related to purchasing, contracts administration, and materials management.
- Oversees annual audits; develops and oversees the development of internal audit work plans, forms, policies, procedures, and standards necessary to ensure compliance with all relevant federal, state, local and District regulations related to public sector procurement and contract activities.
-
- Conducts risk assessments and develops remediation plans for potentially non-compliant practices.
- Conducts studies, analyzes data, and implements programs to improve the efficiency and cost effectiveness of procurement, materials management, and print-shop functions.
- Interprets and administers the application of federal, state, and District laws, regulations, policies, and procedures related to contracts and materials management.
- Directs department activities related to the Disadvantaged Business Enterprise (DBE) and Small Local Business Enterprise (SLBE) programs.
- Prepares or directs the preparation of periodic and ad-hoc reports related to contracts administration and purchasing activities.
- Directs the sale of the District's surplus and/or obsolete equipment.
- Confers with and presents recommended programs to the Board of Directors for final approval, ~~and oversees implementation of programs following adoption by Board.~~
- Collaborates with other transit and public agencies to develop cooperative procurements and to improve laws and regulations relating to purchasing, procurement, and contracts administration.
- Directs the administration of the District's Corporate Purchase Card program.
- Stays abreast of changing laws, regulations, procedures, innovations and emerging technologies pertaining to procurement and materials management applicable to the transit industry and public sector agencies; communicates the business implications and impact to all key stakeholders including: the Board of Directors, executive management, other District staff, and various public and private entities.
- Prepares and administers the budget of the Purchasing and Materials Department.
- Performs related duties, as required.

MINIMUM QUALIFICATIONS

Knowledge of: Principles, policies, practices, and procedures regarding procurement as it applies to the transit industry and public agencies; principles and procedures of contracts administration related to construction, professional services, materials, supplies, equipment, and transit revenue vehicles; principles and practices of policy development and implementation; administrative principles and practices, including the development of goals and objectives, program and work organization and evaluation and supervision of staff through subordinate managers/supervisors; principles and practices of budget preparation; principles~~the~~, processes and procedures of bidding, including bid specification, proposal preparation, and methods for administering the formal bid process; principles and practices of materials and inventory management; principles of materials management related to budgeting; ~~f~~Federal and ~~s~~State, local laws and District policies and regulations related to procurement and inventory control; personal computers and software programs related to procurement and inventory management similar to



Alameda Contra Costa Transit District Classification Specification

Director of Procurement and Materials Management

those used by the District, as well as e-commerce in general, and commonly used software for spreadsheets, word processing, and presentation at an advanced level of proficiency; techniques for providing a high level of customer service by effectively working with the public, vendors, contractors, and District staff, and principles and practices of employee supervision and evaluation.

~~Manage, train, evaluate, and supervise the work of professional, technical, and clerical staff engaged in procurement, materials management, and contracts administration functions; prepare and administer budgets; conduct studies, analyze data, and recommend and implement procedural changes and solutions designed to improve the efficiency and cost effectiveness of procurement, materials management, and print-shop functions; stay abreast of current and imminent developments in information technology, recommend the acquisition of software and hardware, and manage the related complex technical implementation projects; interpret applicable Federal and State laws and regulations, as well as District policies related to procurement and contracts administration, and update the District's Procurement Manual; and establish and maintain positive working relationships with District personnel, union representatives, and members of the public using principles of excellent customer service.~~

Ability to: Effectively direct assigned programs; develop and monitor department goals for assigned programs and the department; provide for the hiring, professional development, supervision, work review and evaluation of staff; coordinate with other departments; develop goals, objectives, complex budgets, policies, procedures and work standards; develop and implement recommendations in support of department and project goals; interpret and apply District and Board policies and procedures, as well as relevant state and federal regulations and laws affecting areas of assignment; communicate articulately and extemporaneously both verbally and in writing in order to communicate ideas and concepts accurately, concisely, and in a compelling manner; develops; respond rapidly and strategically to the Board of Directors and Executive management under time pressure, and in unanticipated events and emergencies; quickly learn and proficiently use current and newly developed software and databases as required by the demands of the job; use initiative, discretion and sound independent judgment within general policy guidelines; work effectively under pressure and meet critical deadlines; establish and maintain effective working relationships with those contacted in the course of work using principles of excellent customer service.

~~Manage, train, evaluate, and supervise the work of professional, technical, and clerical staff engaged in procurement, materials management, and contracts administration functions; prepare and administer budgets; conduct studies, analyze data, and recommend and implement procedural changes and solutions designed to improve the efficiency and cost effectiveness of procurement, materials management, and print-shop functions; stay abreast of current and imminent developments in information technology, recommend the acquisition of software and hardware, and manage the related complex technical implementation projects; interpret applicable Federal and State laws and regulations, as well as District policies related to procurement and contracts administration, and update the District's Procurement Manual; and establish and maintain positive working relationships with District personnel, union representatives, and members of the public using principles of excellent customer service.~~

Education: Equivalent to a Bachelor's Degree from an accredited four-year college or university in bBusiness aAdministration, pPublic aAdministration, management, or a related field.

Experience: EightSeven (87) years of verifiable and increasingly responsible experience in procurement, administration and contracts administration and/or materials management administration management that includes at least four three (43) years supervising procurement, contract administration and/or and materials management functions and assigned staff. Additional education, such as a graduate degree in one of the above disciplines from an accredited college or university, may be substituted for experience on a year-for-year basis.

License and Certification(s): None



Alameda Contra Costa Transit District Classification Specification

Director of Procurement and Materials Management

Physical Requirements: Must maintain the physical condition necessary to perform tasks in an office setting operating a personal computer, keyboards, and other peripheral equipment.

Special Environmental Conditions: None

None

Special Requirements: Must be able to work outside regular business hours as required by the demands of business, to meet deadlines, and to attend external meetings and events.

None

Established Date: 08/28/2012 (Res. No.)
Revision Date: 03/01/2014 (Res. No. 2024)