



Alameda Contra Costa Transit District Classification Specification

Exhibit -C

Assistant Director of Procurement and Materials Management - DRAFT

Class Code	FLSA Status	EEO-CAT	Rep Status	Salary Grade	Effective Date	Res. No.
084	Exempt	2 – Professionals	Unrepresented	12	<u>06/22/2023/28/2</u> <u>018</u>	<u>18-01822-025</u>

DEFINITION: ~~Under general direction, assists in the overall management of the District's procurement and materials operations including planning, organizing, administering, reviewing, and coordinating the assigned programs, activities, and staff. provides technical and professional assistance to the Procurement and Materials Director in managing, planning and organizing the activities and staff. Incumbents in this position are the primary professional and technical expert providing oversight of the District's pProcurement and mMaterials management operations. This is an unrepresented at-will classification.~~

This class is distinguished from the Director of Procurement and Materials Management in that the latter has overall administrative responsibility and oversight of the District's procurement and materials management functions, activities, and staff.

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

- Assists the Director in planning, organizing, administering, reviewing, and coordinating the assigned programs, activities, and staff.
- Provides advice and consultation to District staff on procurement and materials management related policies and procedures; recommends appropriate changes to ensure consistent interpretation and application of policies and procedures.~~Drafts and provides advice on procurement and materials management related policies and procedures.~~
- Reviews procurement, contract and materials management requirements, assesses and oversees workload assignments, and ensures operations run smoothly and effectively.
- Plans, assigns, and reviews the work of assigned staff, participates in the selection of new staff, and develops and assists in the implementation of department goals, training programs, policies, procedures, and work standards.
- Assists in providing leadership to assigned areas; develops, mentors and guides staff in achieving goals and objectives; coaches and develops employees; provides constructive feedback on performance and behaviors; reviews and evaluates work; counsels and handles personnel actions as needed.
- Assists the Director in policy and strategy development, ensuring legal and policy compliance and consistency in department services and programs.
- Assists in managing and developing the annual budget; directs the forecast of funds needed for staffing, equipment, materials, and supplies; directs the monitoring of and approves expenditures; directs and implements adjustments as necessary.
- Assists in the creation and management of Key Performance Indicators (KPI), which serve to validate the implementation and effectiveness of procurement and materials management quality systems.
- Develops and implements procurement quality assurance systems and programs for procurement, monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; identifies and implements opportunities for improvement
- Conducts a variety of departmental, organizational, and operational studies, research and investigations; analyzes data, recommends and implements modifications to programs, policies, and procedures.



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- Provides expertise, training to staff, and direction in the development and administration of contract activities; terms; solicitations, including invitations for bid (IFB), requests for proposal (RFP), and requests for qualification (RFQ); contract awards, and delivery of goods and services; inventory management practices.
- Participates in a lead capacity during internal and external audits, such as the Federal Transit Administration's Triennial Review; consults with and makes recommendations to the Director
- Interprets and administers the application of federal, state, and District laws, regulations, grants, policies, and procedures related to contracts and materials management.
- Researches and recommends the acquisition and manages the implementation of information technology applications related to purchasing, contracts administration, and materials management.
- Oversees the preparation of periodic and ad-hoc reports related to contracts, inventory control and purchasing activities.
- Oversees the sale of the District's surplus and/or obsolete equipment.
- Collaborates with other transit and public agencies to improve laws and regulations relating to purchasing, procurement, and contracts administration; stays abreast of new trends in the field of procurement and materials management.
- Provides program administration oversight of the District's Corporate Purchase Card program
- Manages special projects as assigned.
- 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.
- May represent the department and the Director in their absence.
- PPerforms related duties, as required.

MINIMUM QUALIFICATIONS

Knowledge of: Principles and procedures of contracts administration related to construction, professional services, materials, supplies, equipment, and transit revenue vehicles; 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; federal and state laws and regulations related to procurement and inventory control including Federal Transit Administration procurement policies and procedures; software programs related to procurement and inventory management, as well as e-procurement and strategic sourcing methodologies; principles and practices of employee supervision and evaluation; techniques for providing a high level of customer service by effectively working with the public, vendors, contractors, and District staff.

Ability to: Manage, train, mentor, evaluate, and supervise the work of professional, technical, and clerical staff engaged in procurement, materials management, and contracts administration functions; prepare 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; implement 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; update the District's standard operating procedures; keep abreast of current developments in the field of procurement and materials management, and inventory control; develop staff reports for Board members; communicate effectively both orally and in writing; act with a sense of urgency when important matters arise and/or are identified; establish



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and maintain effective working relationships with those contacted in the course of work using principles of excellent customer service.

~~establish and maintain effective working relations with those encountered in the course of work by demonstrating excellent customer service skills.~~

Education: Equivalent to a Bachelor's Degree from an accredited four-year college or university in Supply Chain Management, Business Administration, Public Administration, management, or a related field.

Experience: Seven (7) years of verifiable and increasingly responsible experience in procurement administration and/or contracts management and ~~three~~^{four} (34) years supervising procurement and/or 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.

Physical Requirements: Must maintain the physical condition necessary to (1) perform tasks in an office setting operating a personal computer, keyboards and other peripheral equipment; (2) possess physical mobility in order to transport oneself expeditiously within and between large District facilities.

Special Requirements: Must be willing to: (1) work outside regular business hours as required and (2) travel between the various District divisions.

Established Date: 3/28/2018 (Res. No. 18-018)