



**HUMAN RESOURCES DEPARTMENT
Santa Cruz METRO**

*Class Code: 1900-OA61
FLSA Status: Exempt*

**Purchasing and Special Projects Director
Bargaining Unit: Management**

DEFINITION:

Under the direction of the CEO/General Manager, the Purchasing and Special Projects Director plans, organizes, directs, develops and coordinates the activities of the Purchasing and Parts department. Ensures compliance with applicable Federal, State, and local laws and regulations. Performs complex procurement activities; is responsible for all purchasing, contracting and materials management at Santa Cruz METRO. Serves as the project coordinator and/or manager over special projects as assigned. Supervises staff directly and indirectly. Performs other duties as assigned.

DISTINGUISHING CHARACTERISTICS:

Receives general direction from the CEO/General Manager. Exercises general supervision over supervisory, professional, para-professional, technical and administrative support staff as assigned. This position is distinguished from support staff as the incumbent serves as the department head or director for Purchasing and Parts.

EXAMPLES OF DUTIES AND RESPONSIBILITIES:

The duties listed below represent the various types of work that may be performed. The omission of specific statements of duties does not exclude them if the work is related or a logical assignment to this class.

- Responsible for administration of the formal procurement process, including contract negotiations.
- Ensures contract compliance with Federal, State and local requirements, as well as Santa Cruz METRO policies.
- Directs, manages, and coordinates all phases of bid solicitations, including: Invitation for Bids (IFBs), Request for Proposals (RFPs), Request for Quotations (RFQs), pre-bid meetings and bid openings.
- Prepares technical and administrative reports, correspondence, written recommendations, and makes oral presentations to the Santa Cruz METRO Board of Directors, management, governmental officials, and other organizations or groups as needed.
- Oversees records retention and management, OSHA required documentation, and required notification distribution to employees.
- Creates and reviews Santa Cruz METRO procurement policies and procedures to ensure changes are made in compliance with Federal, State, and local laws and regulations.
- Evaluates all procurement and inventory activities for compliance with Santa Cruz METRO's policies and procedures. Creates and tracks Key Performance Indicators for the department.
- Assists in the Disadvantaged Business Enterprise (DBE) Program to help with compliance with various rules and regulations.
- Provides planning, support, training, and oversight of procurement process, contract management, vendor performance, and records retention for user departments.
- Ensures the in-house procurement database and software are up-to-date.
- Serves as project coordinator and/or manager on special projects that involve personnel from multiple departments within the Agency, as well as outside consultants and contractors.



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- Creates, maintains and executes a comprehensive Project Management Plan for each special project, relative to size and scope, including, but not limited to overall project objectives, schedule, roles and responsibilities, budget control, document control, and closeout procedures.
- Manage, train, supervise, motivate, and evaluate the work of technical and clerical staff.
- Performs other duties as assigned.
- Perform as a hands on “working” Manager.

EMPLOYMENT STANDARDS:

Knowledge of:

- Principles and practices of public agency procurement, including conducting and administering formal bid or proposal processes.
- Principles and practices of contract administration related to professional services, materials, supplies, equipment, transit revenue vehicles, and construction.
- Principles and practices of negotiated and qualification based procurements; joint agency procurements; RFP/solicitation document requirements; scope of work/technical specification preparation, and terms and conditions.
- Disadvantaged Business Enterprise (DBE) Program requirements.
- Warehouse procedures including the analysis of receipt, storage, and issuance of parts and inventory control methods.
- Federal, State, and local laws and regulations applicable to local government procurement.
- Common office software systems at the advanced level.

Ability to:

- Oversee and/or conduct the procurement process including contract negotiations, qualification based procurements, IFBs, RFPs, and RFQs.
- Plan, organize and direct the functions of the Purchasing and Parts department.
- Prepare administrative and complex technical reports, formal correspondence, written recommendations, oral presentations, and use computers and software programs.
- Prepare departmental budgets and projections of expenditure for capital budgets and proposed contracts.
- Direct, organize, and evaluate departmental programs and the performance of staff.
- Interpret and apply applicable Federal, State, and local laws and regulations related to the procurement process.
- Communicate strategically and effectively in oral and written form.
- Establish and maintain effective working relationships with employees, union representatives, Board members, stakeholders, elected and appointed officials, vendors, contractors, consultants, media representatives, and members of the public.

MINIMUM QUALIFICATIONS:

Education, Training and Experience:

Bachelor’s degree from an accredited college in business, , public administration, mathematics, or a closely related field, as well as completion of the NTI/FTA Procurement Training series, or the ability to complete the series within 12 months of hire.

AND



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Four (4) years professional experience in public or private sector procurement, including two (2) years supervisory experience, preferably in a public agency. Familiarity with transit agency or transportation system activities and functions is highly desirable. Experience in a large public organization is preferred.

LICENSES AND CERTIFICATES:

A valid Class C driver license and safe driving record is required at the time of application. A valid Class C State driver license is required at the time of appointment and must be maintained throughout employment.

Desired certifications include: Certified Public Procurement Officer (CPPO)

SPECIAL REQUIREMENTS:

- Must be able to work extended hours as needed, often outside regular business hours as required by the CEO and the demands of the job.
- Must maintain strictest confidentiality.
- Must participate in professional development activities.
- Requires occasional travel.

PHYSICAL AND MENTAL DEMANDS:

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this job, the employee is regularly required to sit, walk and stand; talk and hear; use hands to finger, manipulate, handle, feel or operate objects, tools or controls; reach with hands and arms; and perform repetitive movements of hands or wrists. The employee is regularly required to bend and twist at the neck, reach with hands and arms. Occasional standing, walking, overhead reaching and lifting up to 20 pounds unaided is required. Specific visual abilities required for this job include close vision, distance vision, and the ability to adjust focus.

Mental Demands

While performing the duties of this job, an employee uses written and oral communication skills; reads and interprets data, information and documents; analyzes and solves problems; uses math and mathematical reasoning; performs highly detailed work; deals with multiple concurrent tasks; and interacts with others encountered in the course of work.

Work Environment:

The employee may work in an office, shop, construction site, or bus yard environment where the noise level may be loud. May require availability to work a flexible schedule.

OTHER CONDITIONS OF EMPLOYMENT:

Must pass requisite background check.

*Adopted: November 2017

*BOD Approved: 01-26-18

*Revised: 00-00-00

*Job Family: Professional -Purchasing