



JOB TITLE:	CONTRACTS OFFICER	DIVISION:	DISTRICT – PROCUREMENT
REPORTS TO:	DIRECTOR OF PROCUREMENT	EEO CATEGORY:	02 – PROFESSIONAL
FLSA:	EXEMPT	SAFETY-SENSITIVE:	NO
CLASSIFICATION:	NON-REPRESENTED	LOCATION:	SAN FRANCISCO

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

Position Summary

Under general direction of the Director of Procurement, this position is responsible for managing the District-wide contracting activities. Leads, trains, develops, and supervises professional procurement staff and support staff. Oversees the solicitation and award process for the procurement of professional and non-professional services needed by the District Divisions to include evaluation, negotiations and contract management functions. Coordinates and interprets policies, procedures, and applicable laws for centralized contracting throughout the District. This position ensures compliance with all federal, state and local procurement regulations to include FTA grant requirements. Assists Director of Procurement in special projects, reports or documents, and other duties as assigned.

Essential Responsibilities

- Manages centralization of contract activities including contract preparation, vendor relations, coordination between procurement staff and project managers, procedures development, and contract administration for the District
- Ensures contracts contain all applicable requirements related to applicable state, federal, local or granting agency regulations
- Negotiates or prepares contracts that are highly complex and sensitive in nature
- Reviews the contracting activities of all Divisions and makes suggestions for improvements
- Supervises, trains, evaluates, and disciplines subordinate staff as assigned
- Provides leadership and guidance to procurement staff for day-to-day purchasing activities to ensure District-wide efficiency and consistency
- Presents recommendations to Procurement Director for resolution of procurement issues
- Facilitates meetings with vendors and their representatives; may serve as chairperson on proposal evaluation committees; negotiates contract terms, and attends Committee and Board meetings as required
- Sets and monitors schedules for formal solicitations, coordinates appropriate committee meeting review, and assists in preparing Board reports
- Reviews inventory reports for all Divisions to ensure cost effectiveness and efficiency
- Performs related duties as assigned
- Regular and reliable attendance and performance is required

Required Knowledge, Skills and Abilities

Working knowledge of:

- Applicable state, federal (Federal Transit Administration Third Party Contracting Guidelines), local laws, rules and regulations governing public agency purchasing and contract administration principles, practices, and terminology
- California State Public Contract Code, Labor Code and prevailing wage requirements
- Best practices in public procurement and contract management
- Contract law and terms and conditions
- Accounting, budgeting and cost and price analysis principles

Skill in and /or Ability to:

- Demonstrate excellent management skills in planning, problem solving, decision making, delegation, and communication
- Interpret and apply District policies and procedures to contract documents
- Effectively lead staff towards District and departmental goals
- Collecting, analyzing, and presenting data
- Work independently, organize work, set priorities, and meet critical deadlines

Minimum Qualifications

Education and/or Experience:

A combination of college level training and position related experience equivalent to:

- Bachelor's degree with emphasis in business administration, accounting, or related field. Additional qualifying experience on a year-per-year basis may be substituted in lieu of degree
- A minimum of five years' position-related experience as a Contracting Officer or related field, including a minimum of two years supervisory experience

Required License:

- Certified Public Procurement Officer (CPPO), Certified Professional Contracts Manager (CPCM), Certified Purchasing Manager (C.P.M.) or equivalent is highly desirable.

Physical Requirements:

Mobility to work in a typical office setting. Ability to communicate in person and over the telephone. Ability to read printed materials and a computer screen. Ability to travel to District facilities. Routine use of computer, telephone and other office equipment.