



Procurement & Materials Director

Class Code	FLSA Status	EEO Category	Represented Status	Salary Grade	Effective Date	Resolution #	Pages
086	Exempt	1-Officials/Administrators	Unrepresented	13	REV 2-10	2024	1 of 2

DEFINITION: Under general supervision directs the activities and manages the staff of the District's Purchasing and Materials department; including contracts, and inventory control of warehouse materials, parts, and fixed assets.

REPORTS TO: The Chief Financial Officer, or designee.

REPRESENTATIVE FUNCTIONS may include, but are not limited to:

- Plans, assigns, and reviews all District purchasing, contracts administration, materials management, and print-shop activities.
- Consults with District managers regarding their contracting and materials needs; and provides advice on procurement and materials management related policies and procedures.
- 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.
- Researches and recommends the acquisition; and manages the implementation of information technology applications related to purchasing, contracts administration, and materials management.
- 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.
- 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.
- Prepares and administers the budget of the Purchasing and Materials Department.
- Performs related duties, as required.

This Class Specification is intended to present a descriptive list of the range of essential functions performed by an incumbent in this class, but is **not** intended to reflect all duties performed within the job.

Established as
Director 11-1-01.
1st Revision 2-10

Approved by Mary King, Interim General Manager

Date



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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; 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; personal computers and software programs related to procurement and inventory management similar to 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; and principles and practices of employee supervision and evaluation.

Ability To: 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.

Experience: At least seven (7) years of verifiable and increasingly responsible experience in procurement administration and contracts management that includes at least three (3) years supervising procurement and materials management functions and assigned staff. Experience in a public agency is preferred.

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

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

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