



CHIEF PROCUREMENT OFFICER

JC: XF135
PB: 13
FLSA: Exempt

BU: 95 (NR)
Created: June 1998
Revised: March 2018

*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.*

DEFINITION

Plans, directs, manages, and oversees the activities and operations of the Procurement Department including Contract Administration, Warehousing/Stores, Inventory Control and Purchasing Divisions; coordinates assigned activities with other departments and outside agencies; provides highly responsible and complex administrative support to the Assistant General Manager, Administration; and performs related duties as assigned.

CLASS CHARACTERISTICS

This single position class manages, through subordinate managers and supervisors, all activities throughout the District related to the broad function of procurement, which includes centralized purchasing of materials, supplies, equipment and services and the storage, interagency movement and control of such items. The incumbent is accountable for accomplishing all departmental goals and objectives and for furthering District goals and objectives within general policy guidelines.

EXAMPLES OF DUTIES – *Duties may include, but are not limited to, the following:*

1. Assumes full management responsibility for all departmental services and activities including contract administration, warehousing/stores management, inventory control, procurement administration and purchasing; recommends and administers policies and procedures.
2. Manages the development and implementation of departmental goals, objectives, policies and priorities for each assigned service area.
3. Establishes, within District policy, appropriate service and staffing levels; monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; allocates resources accordingly.
4. Plans, directs and coordinates, through subordinate level staff, the Procurement Department's work plan; assigns projects and programmatic areas of responsibility; reviews and evaluates work methods and procedures; meets with key staff to identify and resolve problems.

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5. Assesses and monitors work load, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement; integrates technology as appropriate; directs and implements changes.
6. Reviews contract and purchasing proposals; evaluates options; ensures guidelines and mandated regulations are complied with; makes recommendations and/or approves proposals.
7. Directs the implementation of operational systems to ensure accuracy of inventory levels and compliance with governmental and District policy regulations.
8. Oversees implementation of specialized supplier and contracted services programs including MBE/WBE services.
9. Selects, trains, motivates, and evaluates assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.
10. Oversees and participates in the development and administration of the departmental budget; approves the forecast of funds needed for staffing, equipment, materials and supplies; approves expenditures and implements budgetary adjustments as appropriate and necessary.
11. Explains, justifies and defends departmental programs, policies and activities; negotiates and resolves sensitive and controversial issues.
12. Monitors developments and legislation related to assigned areas of responsibility; evaluates impact upon District operations; recommends and implements practice and procedural improvements.
13. Represents the Procurement Department to other departments, elected officials and outside agencies; coordinates assigned activities with those of other departments and outside agencies and organizations.
14. Provides staff assistance to the Assistant General Manager, Administration; participates on a variety of boards, commissions and committees; prepares and presents staff reports and other necessary correspondence.
15. Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of materials management and logistics with emphasis in contracts, warehousing, inventory management and purchasing.
16. Responds to and resolves difficult and sensitive citizen inquiries and complaints.

QUALIFICATIONS

Knowledge of:

Operations of a comprehensive procurement and materials management program.

Policies and regulations governing public sector agency purchasing program requirements.

Principles and practices of policy development and administration.

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Principles and practices of procurement and contract negotiation and administration.

Principles and practices of inventory management.

Principles and practices of budget preparation and administration.

Principles of supervision, training and performance evaluation.

Related Federal, State and local laws, codes and regulations.

Skill in:

Managing a comprehensive procurement and materials management program.

Developing and administering departmental goals, objectives and procedures.

Analyzing and assessing policies and operational needs and making appropriate adjustments.

Identifying and responding to sensitive community and organizational issues, concerns and needs.

Interpreting and applying program policies, procedures, rules and regulations.

Delegating authority and responsibility.

Selecting, supervising, training and evaluating staff.

Researching, analyzing and evaluating new service delivery methods and techniques.

Preparing clear and concise administrative and financial reports.

Preparing and administering large and complex budgets.

Interpreting and applying applicable Federal, State and local policies, laws and regulations.

Communicating clearly and concisely, both orally and in writing.

Establishing and maintaining effective working relationships with those contacted in the course of work.

MINIMUM QUALIFICATIONS

Education:

A Bachelor's degree in business or public administration, economics or a closely related field from an accredited college or university.

Experience:

Six (6) years of (full-time equivalent) verifiable professional procurement and materials management experience which must have included at least three (3) years of management and administrative experience.

Substitution:

Additional professional experience as outlined above may be substituted for the education on a year-for-year basis. A college degree is preferred.

WORKING CONDITIONS

Environmental Conditions:

Office environment; exposure to computer screens.

Physical Conditions:

May require maintaining physical condition necessary for walking, standing or sitting for prolonged periods of time.

BART EEO-1 Job Group: 0500 – Managers/Executives

Safety Sensitive: No