



MANAGER OF ACQUISITION SUPPORT

JC: 000188

PB: I

FLSA: Exempt

BU: 31 (AFSCME)

Created: April 2019

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

Under general direction, manages, supervises and coordinates the acquisition support functions for a major operations department; serves as the departmental liaison to the Procurement Department in navigating and streamlining the acquisition and procurement support process for department staff; coordinates assigned activities with other divisions, departments, and outside vendors; provides highly responsible and complex staff assistance to senior level management, and performs related duties as assigned.

CLASS CHARACTERISTICS

This is the first-level full supervisory/managerial classification responsible for supervising and managing the acquisition support activities for a major operations department. The incumbent is responsible for overseeing the work of professional level staff responsible for working with department staff in navigating the procurement process to ensure the timely delivery of goods and services within the department. This classification is distinguished from the Senior Manager of Financial Analysis and Administration in that the latter has management responsibility for all administrative functions within a major operations department.

REPORTS TO:

Assigned Department or Senior Manager and/or his/her designee.

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

1. Manages and supervises the administration of acquisition support activities for a major operations department, including ensuring the timely delivery of services related to contract administration, purchasing, requests for proposals (RFPs), bid documents and cost estimates.
2. Serves as the division's liaison with and between cross-functional departments in streamlining the acquisition and procurement support process, with a vision toward driving organization-wide continuous improvement; negotiates and resolves sensitive and controversial issues.

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3. Interacts with vendors, Accounting, Procurement and internal department end-users to resolve complex issues with quotes, specifications, invoices and payments; ensures resolution of issues in a timely manner.
4. Identifies opportunities for improving service delivery methods and procedures; mitigates risk, evaluates and reports on Key Performance Indicators (KPI); identifies resource needs, reviews with appropriate management staff, and implements improvements.
5. Leads department user training and provides support for acquisition and procurement support-related processes in an effort to optimize communication, delivery timelines, and KPI's.
6. Selects, trains, motivates and evaluates assigned personnel; manages scope of work, timelines and priorities; provides or coordinates staff training; works with employees to correct deficiencies; manages conflict resolution; implements discipline and termination procedures.
7. Participates in the coordination, implementation and administration of departmental programs, policies and procedures regarding acquisition and procurement support processes; provides input regarding modifications to policies and procedures, when and if appropriate.
8. Provides staff assistance to higher-level management staff; participates on a variety of professional group meetings and committees; prepares and presents staff reports and other correspondence as appropriate and necessary.
9. Stays abreast of new trends and innovations in the field of procurement.

QUALIFICATIONS

Knowledge of:

- Operational characteristics, services and activities of a comprehensive general and technical acquisition and procurement support program.
- Methods and techniques of providing centralized acquisition and procurement services to a public agency.
- Methods and procedures of materials management.
- Methods and techniques of process management.
- Methods and techniques of project management.
- Principles and practices of contract management.
- Operational characteristics of relational database systems.
- Principles and practices of program development and administration.
- Rules, regulations, and guidelines governing public agency bid and procurement procedures.
- Principles and procedures of record keeping.
- Current office procedures, methods and equipment including computers.
- Mathematical principles.
- Principles of supervision, training, and performance evaluation.
- Principles and practices of budget preparation, accounting and administration.
- Materials, equipment and supplies standard within the transit industry.
- Related Federal, State and local laws, codes and regulations.

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Skill in:

- Providing centralized acquisition and procurement services to a public agency.
- Preparing and administering large program budgets.
- Selecting, supervising, training and evaluating staff.
- Interpreting and explaining District policies and procedures.
- Maintaining timely centralized reporting to track division key performance indicators
- Analyzing complex problems, assessing risk of proposed actions and implementing appropriate solutions and/or recommendations in support of goals.
- Researching, analyzing and evaluating new service delivery methods and techniques.
- Preparing clear and concise statistical and narrative reports.
- Communicating clearly and concisely, both orally and in writing.
- Operating office equipment including computers and supporting word processing and spreadsheet applications.
- Establishing and maintaining effective working relationships with those contacted in the course of work.
- Working independently in a team-oriented environment.

MINIMUM QUALIFICATIONS

Education:

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

Experience:

Five (5) years of (full-time equivalent) verifiable professional procurement support experience involving the design, implementation, and/or maintenance of procurement/purchasing systems, which must have included at least two (2) years of supervisory 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 sitting for prolonged periods of time.

EEO-1 BART Job Group: 1500 – Supervisors/Other
Census Code: 0530 – Purchasing Agents
Safety Sensitive: No