



## PROCUREMENT SUPPORT MANAGER

**JC:** 000184

**PB:** I

**FLSA:** Exempt

**BU:** 31 (AFSCME)

**Created:** December 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**

Under general direction, manages, supervises and coordinates the design, configuration and maintenance support of the Procurement department's electronic systems; oversees procurement department central office administration, including the mailroom; coordinates assigned activities with other divisions, outside agencies and the general public; provides highly responsible and complex staff assistance to the Chief Procurement Officer; and performs related duties as assigned.

### **CLASS CHARACTERISTICS**

This is the first full supervisory/managerial class responsible for managing and leading the procurement department's technology efforts, including data administration for planning and strategic sourcing. This classification is responsible for end user functional support for electronic systems and processes and interprets and analyzes the impact of business process changes. This class is distinguished from the Chief Procurement Officer in that the latter is responsible for overall centralized purchasing, stores, contract management, materials control and surplus disposal activities of the District.

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

1. Plans, supervises, leads and reviews procurement department technology efforts, including data administration and quality control, user training and support for procurement activities for client departments throughout the District.
2. Serves as the Procurement Department's technology liaison, working with end users to gather, understand and define business requirements, and works collaboratively with Procurement team members to design solutions that will meet client department's requirements; collaborates with developers to test and verify technology solutions.
3. Assesses potential districtwide impacts of proposed system configuration changes; resolves systemic or policy issues; ensures system integrity and dependability; communicates and coordinates implementation of configuration changes with end users and other district stakeholders.

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4. Identifies issues related to the design, implementation, and maintenance of the assigned modules; troubleshoots complex issues, identifies problem areas and makes corrections to system set up as needed.
5. Participates in the development and implementation of goals, objectives, policies and priorities; recommends and implements resulting policies and procedures.
6. Identifies opportunities for improving service delivery methods and procedures; identifies resource needs; reviews with appropriate management staff; implements improvements.
7. Directs, coordinates and reviews the work plan for assigned services and activities; assigns work activities and projects; monitors work flow; reviews and evaluates work products, methods and procedures; meets with staff to identify and resolve problems.
8. Selects, trains, motivates and evaluates assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.
9. Provides staff assistance to the Chief Procurement Officer; participates on a variety of committees; prepares and presents staff reports and other correspondence as appropriate and necessary.
10. Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of purchasing.

## **QUALIFICATIONS**

### **Knowledge of:**

- Operational characteristics, services and activities of a centralized general and technical purchasing program.
- Rules and regulations governing public agency purchasing programs.
- Methods and procedures of materials management.
- Operational characteristics of relational database systems.
- Operational characteristics of purchasing systems.
- Principles and practices of District's business systems applications.
- Principles and practices of program development and administration.
- Methods and techniques of process management.
- Current office procedures, methods and equipment including computers.
- Mathematical principles.
- Methods and techniques of providing centralized purchasing services.
- Principles and procedures of record keeping.
- Principles of supervision, training and performance evaluation.
- Materials, equipment and supplies standard within the transit industry.
- Related Federal, State and local laws, codes and regulations.

### **Skill in:**

- Supervising and coordinating purchasing services.
- Selecting, supervising, training and evaluating staff.
- Interpreting and explaining District policies and procedures.

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- Analyzing complex business data problems, projecting consequences of proposed actions and implementing appropriate solutions.
- 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, economics, accounting or a closely related field from an accredited college or university.

#### **Experience:**

Four (4) 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 one (1) year of administrative and/or 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:** 0740 – Business Operation Specialists  
**Safety Sensitive:** No