



ROLLING STOCK ACQUISITION ADMINISTRATOR

JC: 000228
PB: 8
FLSA: Exempt

BU: 95 (NR)
Created: January 2001
Revised: June 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 supervision, manages and administers procurement operations and activities for Rolling Stock and Shops; manages vendors by tracking key performance indicators. Enforces contractual terms and conditions with suppliers; performs related duties as required.

CLASS CHARACTERISTICS

This administrator level classification is responsible for managing the program area and provides exceptional expertise in a specialized program area critical to the mission of the organization. Classification at this level typically independently represent the organization, are subject matter experts possessing highly specialized knowledge, skills, abilities and experience and are responsibility for a specialty program area that has a major impact on the organization. This classification is distinguished from the Senior Manager of Rolling Stock Operations Administration in that the latter manages the administration of the District's rolling stock operations and activities, including financial planning, staffing, training, and compliance oversight.

REPORTS TO:

Senior Manager of Rolling Stock Operations Administration or designee.

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

1. Manages procurement and contract activities to coordinate Rolling Stock and Shops equipment purchases; presents procurement reporting of equipment, materials and services purchases to the Board of Directors.
2. Constructs contract terms and conditions to meet BART's Requirements; analyzes vendor performance on service contracts and tracks vendor key performance indicators; manages vendors by tracking key performance indicators; enforces contractual terms and conditions with suppliers.
3. Collaborates with Engineering and production to identify components that are suitable candidates for component evaluations.

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4. Coordinates with Accounts Payable to resolve invoice discrepancies and vendor payment issues; analyzes payment data to verify payment history.
5. Develops and directs the implementation of goals, objectives, policies and procedures in assigned project areas.
6. Plans, organizes, assigns, reviews and evaluates the work of assigned District and contract staff; manages and directs the work of contract consultants.
7. Directs or participates in the preparation and review of designs, plans, specifications and cost estimates; ensures specifications and contract requirements comply with District standards and policies.
8. Identifies equipment or systems needs on assigned projects; evaluates functional requirements; reviews vendor and manufacturer design and specifications on project equipment and materials; coordinates equipment procurement and testing activities; oversees equipment installation.
9. As assigned, oversees contractor and consultant contracts; develops scope of work; prepares request for proposal; reviews proposals and makes recommendation on selection; assists in contract negotiation and preparation; monitors work activities to ensure compliance with contractual obligations.
10. Performs construction project management duties; prepares cost estimates; prepares and monitors project schedules and budgets; conducts field inspections as required; monitors work in progress; writes, approves, negotiates and executes contract changes; authorizes contract payments upon project completion.
11. Serves as the project liaison with other divisions, departments and outside agencies; negotiates and resolves project issues.
12. Provides responsible staff assistance for higher-level management staff on projects and related matters.
13. Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of engineering design and construction.

QUALIFICATIONS

Knowledge of:

- Principles and practices of design, implementation, testing, and installation of fare collection systems
- Principles and practices of project management
- Principles and practices of contract administration
- Principles and practices used in the preparation of designs, plans, specifications and cost estimates
- Methods and techniques of coordinating and scheduling project work
- Methods and techniques of contract negotiation
- Principles and practices of procurement

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- Principles and practices of budget development and administration
- Principles of supervision, training and performance evaluation
- Current office procedures, methods and equipment including computers
- Related Federal, State and local codes, laws and regulations

Skill/Ability in:

- Managing, supervising and coordinating assigned projects
- Developing and implementing project goals, objectives and procedures
- Planning, organizing, directing, and coordinating the work of professional staff and contract consultants
- Planning, organizing, scheduling, monitoring and reviewing project work
- Managing project design concepts and solutions
- Developing and administering project budgets; managing and reviewing project budget analysis, calculations and cost estimates
- Preparing designs, plans, specifications and cost estimates
- Directing or conducting contract negotiations
- Researching, analyzing, compiling, and summarizing variety of material
- Analyzing problems, identifying alternative solutions, projecting consequences of proposed actions and implementing recommendations in support of goals
- Interpreting and explaining established policies and procedures for assigned District projects
- Preparing clear and concise reports
- Operating office equipment including computers and supporting word processing and spreadsheet applications
- 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:

Bachelor's degree in Business Administration, Public Administration, or a related field from an accredited college or university.

Experience:

Five (5) to seven (7) years of professional verifiable experience in procurement or related 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; field environment; travel from site to site.

Physical Conditions:

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

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BART EEO-1 Job Group: 0500 – Executives/Managers
Census Code: 0430 – Miscellaneous Managers
Safety Sensitive: No