



## SENIOR MANAGER OF PROCUREMENT

**JC:** 000237

**PB:** 10

**FLSA:** Exempt

**BU:** 95 (NR)

**Created:** April 2006

**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 general direction, manages, oversees and monitors the purchasing and inventory management functions within the Procurement department; monitors and evaluates efficiencies and courses of action for improvement; acts as a liaison to sponsoring departments to implement planning of larger purchases; ensures compliance with Federal Transit Administration (FTA); provides highly responsible and complex administrative support to the Director of Procurement, and performs related duties as assigned.

### **CLASS CHARACTERISTICS**

This classification is the full managerial level with full functional management responsibility for multiple divisions within a major department with significant responsibility for managing, administering and implementing multiple policies or programs, responsibility for directing the work of managers, and significant strategic development, implementation and administration of planning future delivery of services that may have significant, long-term impact to the organization. This classification is distinguished from the Director of Procurement in that the latter classification manages the overall activities and operations of the Procurement department.

### **REPORTS TO**

Director of Procurement or designee.

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

1. Oversees and manages the development and implementation of the purchasing and inventory within Procurement; makes recommendations for action and assists in the development and implementation of policies, procedures, goals and objectives.
2. Liaisons with sponsoring department to help implement planning of larger purchases and on-going procurement needs.
3. Ensures compliance with FTA regulations and requirements.

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4. Oversees the maintenance of tracking logs and metrics to ensure appropriate vendor tracking and corrections.
5. Plans, directs, coordinates, and reviews the work plan for assigned staff; assigns work activities, projects, and programs; reviews and evaluates work products, methods and procedures; meets with staff to identify and resolve problems.
6. Oversees support of sponsoring departments with respect to training and support, preparation for Board Meetings and follow-up on contracts.
7. Works with the unions to resolve issues at the lowest possible level.
8. Participates in the development and implementation of goals, objectives, policies, and priorities for assigned programs; recommends and administers policies and procedures.
9. Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; recommends, within departmental policy, appropriate service and staffing levels.
10. Serves as staff on a variety of boards, commissions, and committees; prepares and presents staff reports and other necessary correspondence.
11. Attends and participates in professional group meetings; stays abreast of new trends in lean manufacturing and innovations in the field of reliability-based maintenance practices.
12. Responds to and resolves difficult and sensitive patron inquiries and complaints.

## **QUALIFICATIONS**

### **Knowledge of:**

- Operations of a purchasing and inventory management program
- Policies and regulations governing public sector purchasing program requirements
- Principles and practices of budget preparation and administration
- Principles and practices of policy development and administration
- Administration of financial reports
- Methods and techniques of cradle to grave procurement processes
- Computer systems and programs
- Principles of supervision, training, and performance evaluation
- Occupational hazards and standard safety practices including OSHA and environmental rules and regulations
- Related Federal, State and local laws, codes, and regulations

### **Skill/Ability in:**

- Managing a comprehensive purchasing and inventory management program
- Participating in the development and administration of division goals, objectives, and procedures
- Maintaining buyer vendor relationships
- Selecting, supervising, training and evaluating staff
- Preparing and administering large program budgets

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- Preparing clear and concise administrative and financial reports
- Analyzing problems, identifying alternative solutions, projecting consequences of proposed Actions, and implementing recommendations in support of goals
- Interpreting and applying 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 the work
- Negotiating with unions

### **MINIMUM QUALIFICATIONS**

#### **Education:**

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

#### **Experience:**

Five (5) years of (full-time) verifiable professional experience in purchasing and inventory management or related experience which must have included at least two (2) years of managerial experience.

#### **Substitution:**

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

### **WORKING CONDITIONS**

#### **Environmental Conditions:**

Office environment; exposure to computer screens; field environment; construction site environment; exposure to heat, cold, moving vehicle, electrical energy and inclement weather conditions.

#### **Physical Conditions:**

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

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