



CALACT Program Manager

Job Description

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| Job Title: | Program Manager |
| Job Location: | Sacramento |
| Reports To: | Executive Director |
| Hours: | 25 to 40 hours a week |
| Salary Range: | Salary depending on salary history and experience plus benefits |

SUMMARY

This position performs a variety of responsible assignments associated with the procurement of goods and services and other tasks as assigned. A critical job function is for the individual to serve as a liaison providing administrative support and technical input on customer's needs, managing the partnership the association has with the Morongo Basin Transit Authority (MBTA). MBTA is an association member that acts as CalACT's public agency partner in conducting procurements on behalf of the association's membership. Duties include planning, scheduling, initiating, monitoring and quality assurance of all CALACT/MBTA procurement and contract activities. The Program Manager will also contact vendors for participation in conferences. This position will provide administrative support in processing purchases for the MBTA Contracts and assist with mitigating issues between buyers and sellers. Work requires independent and professional judgment and is performed under the general direction of the Executive Director.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Manages the day-to-day operations of the CALACT/MBTA procurement partnership administration.
- Demonstrates strong leadership and managerial competencies, including integrity, accountability, communication skills and commitment to teamwork and excellence in responsibilities such as reviewing orders for contract compliance and mitigating purchasing problems.
- Provides high-level technical/administrative guidance on work requirements and methods.
- Manages and reviews documents for the procurement of all supplies, equipment and services for CALACT and ensures compliance the Procurement Policy and Procedures Manual, as well as applicable federal and state laws.
- Assists Executive Director with the preparation of contract or grant proposals for CALACT.
- Identifies suppliers that satisfy CALACT's internal purchasing requirements and may be interested in participating in future procurements. Identifies potential DBE suppliers/consultants for CALACT. Maintains positive vendor relations.
- Assists CALACT Executive Director and CALACT partners with the evaluations of proposals, offers and procurements in accordance with internal policy and external local, state and federal regulations while selecting the best supplier in accordance with solicitation requirements.

- Assist CALACT Executive Director with contracts for subcontractors or vendors.
- Assures suppliers deliver materials and services in accordance with contract requirements, standards of price, time, quantity and quality agreed upon.
- Assures all invoices are audited for compliance with contract terms and supervises contract closeout.
- Review and process orders using the CALACT/MBTA Purchasing Partnership Application in a timely manner.
- Assists Accounting staff to record and reconcile procurement payments.
- Responsible for ensuring records are maintained and procurements are documented from origination through completion, including updating database with all purchasing app dates.
- Maintains complete record of contracts for goods and services.
- Makes recommendations to the Executive Director on policies and procedures as needed to ensure the success and compliance of all procurement related activities.
- Works with third party exhibit company to set up vendor and bus show and assist vendors with conference registration and set up displays/buses.
- Assists CALACT team with other conference duties as needed.
- Works with agencies, dealers and manufacturers to mitigate vehicle defects, delivery issues, warranty issues to maintain quality assurance of all products.

QUALIFICATIONS: To perform this job successfully, and individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Knowledge of Federal (FTA) and state procurement regulations and guidelines.
- Experience preparing procurement packages for good and services (preferred)
- Knowledge of transit vehicle specifications (preferred)
- Basic computer skills and word processing.
- Experience with spreadsheets and automated accounting systems.
- Ability to sort, check, count, and verify numbers.
- Ability to multi-task, prioritize and work efficiently.
- Ability to listen, communicate (written and verbal), and follow-up effectively with all staffing levels and clients/customers.
- Excellent grammar, spelling and proof-reading skills.
- Ability to work independently, be a self-starter, and energetically approach tasks assigned.
- Ability to demonstrate good common sense and sound judgment.
- Flexibility to adapt to all situations and work varied hours; possibly work weekends or evenings.
- Ability to perform at high levels in a fast-paced ever-changing work environment.
- Ability to anticipate work needs and follow through with minimum direction.

EDUCATION and/or EXPERIENCE: The preferred candidate will possess any combination of training, education and experience equivalent to graduation from an accredited college or University with an degree in public administration, business administration, purchasing contract management or a closely related field and have three to five years of experience in procurement in a governmental, grant funded and federally regulated environment. Significant Managerial or Administrative experience in the transit industry, either in the public sector or with private suppliers may be considered as applicable towards this requirement. Equivalent Experience can be substituted for education.

COMPUTER SKILLS: Experience with word processing, spreadsheets, Internet software, email and/or database software preferred. Microsoft Office (Word, EXCEL, Access) skills are required.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to manipulate, handle or feel; reach with hands and arms; and talk or hear. The employee is frequently required to sit. The employee is occasionally required to climb or balance; stoop, kneel crouch or crawl; and smell. The employee is frequently required to lift to 20 pounds. The employee is occasionally required to lift to 50 pounds. Employee will need to drive to meetings and conferences occasionally.

ORGANIZATION

CALACT is a statewide, non-profit organization that has represented the interests of small, rural, and specialized transportation providers since 1984. Our membership is comprised of individuals and agencies from diverse facets of transportation, including operators of small and large systems, planning and government agencies, social service agencies, suppliers and consultants.

CalACT is governed by a member-elected [Board of Directors](#), who volunteer their time and expertise, and managed by a [professional staff](#) according to an adopted set of [bylaws](#) and an adopted

DISCLAIMER STATEMENT

The above statements are intended to describe the general nature and level of work performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so qualified.

APPLICATION PROCESS

Please send a resume and cover letter with a statement of qualifications, experience and knowledge of federal and state procurement regulations to Jacklyn Montgomery at jacklyn@calact.org. If you have any questions about the position, please call Jacklyn at 916-832-8710 or email jacklyn@calact.org.

The position will be left open until filled.