



POSITION: **PURCHASING OFFICER (PS101208)**
Position is located at the Toll Plaza, San Francisco.

SALARY RANGE: **\$104,041.60 – \$125,736.00 annually plus benefits**
Employee pays up to 7% of salary/wage toward CalPERS retirement plan

OPEN TO: **All qualified candidates**

DATE POSTED: **Tuesday, October 10, 2017**

CLOSING DATE: **Open until filled**
First Review Date of Applications: October 31, 2017

OPENINGS: **1 vacancy and to create an Eligibility List**

POSITION DESCRIPTION:

Under the general direction of the Director of Procurement, this position is responsible for managing District-wide purchasing activities to ensure efficiency and cost effective procurement practices. Leads, trains, develops and supervises professional procurement staff and support staff. Oversees the solicitation and award process for the procurement of capital equipment, goods and supplies needed by the District to include evaluation, negotiations, vendor relations and contract management functions. Coordinates and interprets policies, procedures, and applicable laws for centralized purchasing throughout the District.

MINIMUM JOB REQUIREMENTS:

EDUCATION/EXPERIENCE

College level training and experience equivalent to:

- Bachelor's degree in Business, Economics, Engineering, Accounting, or a closely related field. Additional qualifying experience on a year-per-year basis may be substituted in lieu of degree
- Five years' recent progressively responsible position-related experience, including a minimum of two years' supervisory experience

CERTIFICATION

- Certified Public Procurement Officer (CPPO), Certified Professional in Supply Management (CPSM), Certified Purchasing Manager (C.P.M.) or equivalent is highly desirable

ESSENTIAL RESPONSIBILITIES:

- Develops and implements centralized purchasing policies and procedures for District-wide use
- Negotiates and prepares contracts that are highly complex and sensitive in nature
- Solicits and awards or oversees the process of award of small public works projects and maintenance and repair projects
- Reviews the buying activities of all Divisions and makes suggestions for improvements and economies
- Supervises, trains, evaluates, and disciplines subordinate staff as assigned
- Provides leadership and guidance to procurement staff for day-to-day purchasing activities to ensure District-wide efficiency and consistency
- Assists Director of Procurement in special projects or assignments
- Presents recommendations to Director of Procurement for resolution of procurement issues
- Facilitates meetings with vendors and their representatives
- Attends Committee and Board meetings as required
- Sets and monitors schedules for RFPs and formal bids, coordinates appropriate committee meeting review, and assists in preparing Board reports
- Reviews inventory reports for all Divisions to ensure cost effectiveness and efficiency
- Ensures that those safety program activities applicable to the department are effectively implemented and carried out. This includes ensuring that all employees in the department follow established safe work practices and obey all safety rules.
- Performs related duties as assigned

REQUIRED KNOWLEDGE, ABILITIES, SKILLS:

Knowledge of:

- Applicable state, federal (Federal Transit Administration Third Party Contracting Guidelines), local laws, rules, and regulations governing public agency purchasing and contract administration principles, practices, and terminology
- California State Public Contract Code, Labor Code and prevailing wage requirements
- Best practices in public procurement and contract management
- Contract law and terms and conditions
- Best practices in warehouse and inventory management
- Accounting, budgeting and cost and price analysis principles

Skilled in or Ability to:

- Demonstrate excellent management skills in planning, problem solving, decision making, delegation, and communication
- Collecting, analyzing, and presenting data
- Develop and maintain cooperative, effective, productive, and tactful working relationships with consultants, vendors, manufacturers' representatives, District staff, and others contacted in the course of the work
- Demonstrate excellent communication skills
- Present information effectively to various audiences
- Work independently, organize work, set priorities, and meet critical deadlines

APPLICATION PROCEDURE:

**FAILURE TO MEET ANY OF THE REQUIREMENTS STATED BELOW
MAY RESULT IN REJECTION OF YOUR APPLICATION**

TO APPLY: www.goldengate.org/jobs

Applicants must apply online by the deadline date. Applications received after the deadline will not be considered.

For directions and general information, visit our website www.goldengate.org.

The District's primary and official means of application notification is via EMAIL. Thus, applicants are advised to check their email for their application status updates.

THE FOLLOWING DOCUMENT(S) MUST BE SUBMITTED AT TIME OF APPLICATION:

1. GGBHT Online Employment Application
2. Resume (Scan and attach as PDF to your online application)
3. Copies or other documented proof of any certifications (scan and attach as PDF to your online application)

THE SELECTION PROCESS FOR THIS POSITION will include:

- Assessment of education, training, and experience
- Oral Panel interview
- Background, Employment and Security Investigation

******The District will invite ONLY those candidates whose qualifications MOST CLOSELY MATCH the position requirements to continue in the selection process.***

AN EQUAL OPPORTUNITY EMPLOYER

It is the policy of the Golden Gate Bridge Highway and Transportation District to take all personnel actions on the basis of merit and other job-related factors, without regard to race, color, national origin, religion, sex (including pregnancy, childbirth, and related medical conditions), disability: physical or mental, age (40 and older), genetic information, marital status, sexual orientation and identity, medical condition, political affiliation or military status.

Applicants with Disabilities: The Human Resources Department will make reasonable efforts to accommodate applicants with disabilities to complete the Employment Application and in any job-related examination process. If you have special needs, please call (415) 257-4521 (Human Resources). The District's telecommunications device (TDD) for Persons with Hearing Disabilities is (415) 257-4554.

Revised 03/17/2014 SS

10/10/2017 MP

**Human Resources Administration
Human Resources Department
GGBHTD
1011 Andersen Drive
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